

**Contract of Sponsorship – Academic Year 2017/18**

**Sponsored Students/Employees**  
By signing this form sponsored employees are agreeing to Greater Brighton Metropolitan College supplying their employer with information on their attendance & progress

Student Name	Date of Birth	Course number (eg B0987)	Course Title(s)	Amount of Sponsorship if not in full (£)	Student/Employee Signature

**Business/ Organisation details:**

Company Name .....

Address 1 .....

Address 2 .....

Address 3 .....

City .....

County .....

Post Code: .....

Country: .....

Phone: .....

E-mail: .....

Contact name: .....

**IMPORTANT**

**By signing this contract of sponsorship form:**

The sponsor agrees to be responsible for the full payment of the sponsored fees and any costs incurred by the college to recover debts due to non-payment.

**The sponsor accepts responsibility to pay the above costs irrespective of whether a learner withdraws from the course and/or leaves your employment.**

The sponsor accepts responsibility to enter into a separate contract with the learner(s) which includes a clause to allow release of learner data.

**Acceptance of Responsibility for Payment of Course Fees.  
To be completed and signed by employer.**

Please complete the following which we need to ask as part of our funding procedure:	(a) Are the courses applied for relevant to the learners' employment?	Y	N
	(b) Are you releasing the learner(s) during normal working hours?	Y	N
	(c) Do you wish to receive further information on a training needs analysis or other courses we can offer?	Y	N

I certify that I have read and understood the responsibilities of a sponsor and that the information given in this form and on any attached documentation is correct, complete and provides full disclosure.

I, .....(Full Name),  
.....(Job Title), declare that I have the authority to enter into a legally binding contract with Greater Brighton Metropolitan College on behalf of.....(business/ organisation).

Authorised Signature:.....Date: ...../...../.....

**Before enrolment can be progressed, this form must be completed in full and sent to:**

**Brighton Metropolitan College  
Finance, Room PT220  
Pelham Street  
Brighton  
East Sussex  
BN1 4FA**

e-mail: [finance@ccb.ac.uk](mailto:finance@ccb.ac.uk)

**Please complete this section.**

**What is your main business sector? Eg, manufacturing, retail**  
.....

**How many employees do you have?  
Please circle.**

**0-4, 5-9, 10-49, 50-99, 100+**