



**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 student withdraws from the course and/or leaves your employment.**

The sponsor accepts responsibility to enter into a separate contract with the student(s) which includes a clause to allow release of student 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 students' employment?      Yes       No
- (b) Are you releasing the student(s) during normal working hours?      Yes       No
- (c) Do you wish to receive further information on a training needs analysis or other courses we can offer for employees?      Yes       No

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 City College Brighton and Hove on behalf of  
.....(business/ organisation).

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

*\* This form is available electronically for reprinting.*

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

**City College Brighton and Hove  
Finance, Room PT220  
Pelham Tower  
Pelham Street  
Brighton  
East Sussex  
BN1 4FA**

**Fax: 01273 - 667726  
email: 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+