



**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 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  
\*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+**