

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? e.g. manufacturing, retail
.....

How many employees do you have? Please circle:

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