

College Use Only:			
Student ID:			
Enrolment Date:		CSA Initials:	



## **SPONSOR LIABILITY FORM**

Sponsors/Employers/Companies completing this form accept full liability and responsibility for the payment of the fee types indicated on the Sponsorship Liability Form (SLF1) overleaf. This document, once signed, confirms your contract obligation to pay fees for the named student(s) on the Sponsorship Liability Form for the academic year stated.

The Sponsor Liability Form must be presented to Customer Services at the point of enrolment and the College will then directly invoice the sponsor. Please be aware a separate form should be completed for each period of study unless otherwise indicated on the Sponsorship Liability Form.

Please note that if the student leaves your employment after the start date of the course the fee liability remains with the sponsor, whilst if the student leaves your employment before the course starts you must notify the College, in writing, before the course starts to withdraw this support. In this case the course fee liability will transfer to the student. If the College is not notified, in writing, in advance of the start date of the course the fee liability will remain with the sponsor. The College operates a no refund policy, therefore if the student withdraws from the course, fees are still payable in full. It is therefore recommended that you form your own agreement with the student to cover his/her obligation to yourselves, should he/she withdraw from the course or leave your employment.

### **Privacy Notice:**

Information gathered on this form will be processed within the provisions of the General Data Protection Regulations (GDPR) and used for the purpose of permitting credit terms for the payment of tuition fees. The College is permitted to process personal data where there is a 'lawful basis' to do so. This processing is necessary is for the performance of a task carried out in the public interest or in the exercise of official authority vested in the College as a Data Controller e.g. SERC Fees Policy. Your information may be shared with relevant College staff, debt collection agency and our legal representatives for credit control purposes, where there is a lawful basis to do so. I realise that if I choose not to agree to these terms tuition fees will be required to be paid in full at the point of enrolment.

Further information on data protection and your Rights are available on our website <https://www.serc.ac.uk/customer-privacy>

### **Declaration:**

I/We accept full liability and responsibility for payment of the fees detailed in the Sponsorship Liability Form and agree to pay in full within 30 days of invoice date. In the event of an Employer being a Limited Company, I confirm that I am authorised by my Employers to enter into this contract.

<b>Signature of Employer / Authorised Signatory</b>	
<b>Full Name of Signatory</b>	
<b>Date</b>	
<b>Telephone Number</b>	
<b>E-mail Address</b>	
<b>Official Stamp of Sponsor / Company</b> (if no Sponsor / Company stamp is available an official company letter head should be attached to this form)	

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## **SPONSORSHIP LIABILITY FORM (SLF1)**

### **STUDENT INFORMATION**

Title	Forename	Surname	Year of Study
Course Reference	Course Title		

### **SPONSOR / COMPANY INFORMATION**

<b>Sponsor / Company Name</b>	
<b>Sponsor / Company Address</b>	
<b>Postcode</b>	
<b>Contact Name</b>	
<b>Contact Telephone Number</b>	
<b>Contact E-mail Address</b>	
<b>Purchase Order Number</b>	
<b>Billing Name (if different)</b>	
<b>Billing Address</b>	
<b>Billing Postcode</b>	

### **FINANCIAL SPONSORSHIP INFORMATION**

Sponsorship Type (e.g. Tuition/Full Fee etc.)	Academic Year	Amount of Sponsorship £

### **AUTHORISATION**

<b>Signature of Employer / Authorised Signatory</b>	
<b>Position in Company</b>	
<b>Date</b>	