



SCHOOL OF PROFESSIONAL ACCOUNTANCY INDIVIDUAL SPONSORSHIP AGREEMENT

This agreement should be used to sponsor an individual student. It is a formal request to Griffith College Dublin to raise an invoice. It should be returned in the same envelope as the student's registration agreement. By completing a sponsorship agreement, organisations undertake liability for paying fees for the courses detailed on this form. Fees must be paid in full prior to course commencement.

This is not a request for credit

All course fees must be discharged in full prior to a student commencing a course.

SPONSORSHIP UNDERTAKING

1. On behalf of the sponsoring organisation below (herein after referred to as 'the sponsor'), I agree that the sponsor will pay, within seven days of the invoice date, the amount shown below for the course fees and that the full fees be paid prior to the student commencing the course.
2. I accept that, if this employee withdraws from a course or leaves the sponsor's employment, liability for the sponsor's contribution towards the course fee will remain with the sponsor.
3. I hereby warrant that the sponsor has the full power and authority to provide the sponsorship for this booking and to give the above undertaking. I confirm that I hold the position stated below and that in that capacity I have authority to bind the sponsor by signing this form.
4. I hereby understand that if any course fee remains outstanding after the student starts the course, the student will not be officially registered with the college or with any external body. In addition, the student will be unable to undertake any examinations; to receive a student card; have access to the library; have access to the computer laboratories, or any other college facilities.

COURSE TITLE, NAME OF STUDENT & AUTHORISATION

Please enter the financial amount (in EURO) of sponsorship below

Course Title/Association: _____ Sponsorship Amount: € _____

Student Name: _____ GCD Student No: _____ Term: _____

On behalf of the SPONSOR, (Insert organisation name) _____ I hereby agree to the terms and conditions of the Griffith College Dublin Sponsorship form
(The sponsored student cannot authorise same)

Authorisation Within Company: _____

Position in organisation: _____ Date: ____ / ____ / _____

Human Resources Manager: _____

Contact Phone Number: _____ Email Address: _____

See overleaf for invoicing / contact details



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DETAILS REQUIRED FOR GRIFFITH COLLEGE TO RAISE AN INVOICE

Person to whom the invoice should be addressed: _____

Department within the organisation: _____

Name of organisation: _____

Address for Invoice: _____

Telephone Number: _____

Fax Number: _____

Purchase Order Number: (if applicable) _____

TERMS & CONDITIONS

1. Please note that the option of company sponsorship does not apply in the case of sole traders or where there is only one Director / employee.
2. The College reserves the right, at its sole discretion, to reject any sponsorship agreement and thereby to require full payment of the course fee before the student is allowed to commence and be registered on any course. You will be informed if the College reaches this decision.
3. This agreement also implies that the student accepts all Griffith College's Terms and Conditions – a copy of these are printed on the student acceptance / registration form.

OFFICE USE ONLY

1. **Form completed correctly – OK to process**

2. Form incomplete – Return to sender:

Ensure student is not registered

Date of Acceptance: ____ / ____ / _____

Authorised by: _____

Date invoice Raised: _____

invoice Number: _____

Date invoice sent in post: ____ / ____ / _____

Date Payment Received: ____ / ____ / _____