



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# UCEM Sponsorship Agreement Form Sponsors Only

Horizons, 60 Queen's Road, Reading, RG1 4BS, United Kingdom

Registered Charity No.313223

This form is for students who are having their programme fees paid on their behalf by organisations such as companies, partnerships, government departments, charities or other employers. Organisations that are run by relatives or friends will not be accepted as sponsors.

## Student Information

Student full name: ..... Student No.: .....

Programme to be studied: .....

Month of first semester covered by sponsorship: (e.g. May 2016) ..... New student?:  Yes  No

## Sponsor Information

Name of organisation: .....

Existing sponsor account number (if applicable): .....

Company registered number: .....

Sole trader? (please tick one)  Yes  No

Company website URL: .....

Contact person (e.g. HR, Training or Line Manager): .....

Job title: .....

Contact for above: email: ..... telephone: .....

Full postal address: .....

Post code: ..... Country: .....

## Undertaking to pay fees

I/we the undersigned agree to be responsible for the payment of fees as detailed below for the above-named student for the amount and duration of their programme as indicated:

1. We will sponsor the student for (mark "X" as appropriate):

\_\_\_ all of their programme fees  
\_\_\_ % of their programme fees  
\_\_\_ £ per module\*  
\_\_\_ £ per semester\*

2. This sponsorship will be for (mark "X" as appropriate):

\_\_\_ the duration of their programme  
\_\_\_ the next semesters\*  
\_\_\_ this semester only\*

3. The sponsorship will include any retake fees due\*\* (please delete if not applicable)

\*Our standard route programmes typically have two modules per six-month semester, with our accelerated route programmes having three modules per six-month semester. A BSc programme is typically 17 modules, while an MSc programme is typically 8 modules.

\*\* Our retake fees are usually approximately half of the original module cost if the retake is taken at the first opportunity.

Please sign and date the form on the next page

## Invoicing details

Sponsors will be invoiced per semester. If you would like to be invoiced for more than the current semester then please contact [finance@ucem.ac.uk](mailto:finance@ucem.ac.uk).

**Invoice contact:** (e.g. accounts payable)

**Contact for above: email:**

**telephone:**

**Invoice address (if different to above):**

**Post code:**

**Country:**

**Purchase order number:** (Please attach a copy of the Purchase order)

## Conditions of Sponsorship

1. The fee schedule, provided with the applicant's 'invitation to register', will show the fees to be paid per semester. If in doubt, please confirm them with UCEM before you complete this legal agreement.
2. UCEM reserves the right at its sole discretion to reject or not to offer credit terms on any sponsorship agreement, and in consequence to require that payment of the module fee be made before any student is registered. You will be informed as soon as possible if UCEM decides to reject a sponsorship or if the fees are payable prior to registration.
3. This document, once signed, confirms your contractual obligation to pay the fees for the above named student for the period stated. It is therefore recommended that you form your own agreement with the student to cover his/her obligation to yourselves should they either withdraw from the programme or leave your employment.
4. UCEM will continue to recognise an organisation as a sponsor as long as the payment terms set out below are adhered to. Late or non-payment of fees may lead to the student's access to their programme being removed.
5. Please note that a student's ultimate liability for fees is as stated in their Terms and Conditions of Contract (Section 4.3).

## Sponsorship Undertaking

1. On behalf of the sponsoring organisation ('the sponsor'), I hereby undertake that the sponsor will pay fees due within 30 days of the invoice date.
2. I hereby warrant that the sponsor has full power and authority to provide the sponsorship 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.
3. (If applicable) As a sole trader I accept personal liability for the agreed fees. It should be noted that the person who signs this agreement cannot be the student overleaf unless operating as a sole trader.

## Signature of employer/authorised representative:

**Signed:**

**Date:**

**Name:**

**Job title:**

If sending by post and not emailing from an organisational email account:

**Official stamp of sponsoring organisation:**

(If you do not have a stamp please enclose a sample of your letterhead stationery).

**The completed form should be emailed to [finance@ucem.ac.uk](mailto:finance@ucem.ac.uk)**

**If sending by post: Finance, UCEM, Horizons, 60 Queen's Road, Reading, RG1 4BS, United Kingdom**

If you have any queries on this form please email [finance@ucem.ac.uk](mailto:finance@ucem.ac.uk) or telephone (Freephone UK) 0800 019 9697

**Finance Use:**

**New Sponsor?: Y/N**

**Approved?: Y/N**

**Account No.:**

## Privacy and data protection

We are fully committed to respecting the privacy of visitors. Any personal information which is given will be treated with the highest standards of security and confidentiality, in accordance with the United Kingdom Data Protection Act 1998. Our full policy can be found at <https://www.ucem.ac.uk/about-ucem/ucem-policies/privacy-policy>