Please ensure you print this document on your company letterhead which includes your company name and full postal address.

**[insert organisation name]** confirms that it intends to sponsor **[insert student name]** and requests Loughborough University to invoice for tuition fees as per the information we have provided in the table below.

|  |  |
| --- | --- |
| **Information required**  | **Your response**  |
| Student name  |   |
| Student Registration Number |  |
| Name of the student’s contact person within the sponsor organisation  |   |
| Organisation contact person’s email address *(invoices will be sent to this person by email for information)*   |   |
| Sponsor organisation’s Accounts Payable (Finance Department) email address *(invoices will be sent to this email address for processing)*  |   |
| Purchase Order Number (optional)  |   |
| Will you pay the fees for every year of the student’s main course? *We will****not****invoice you for any other charges incurred by the student, such as reassessment, placement year or accommodation and related charges.*  |  |
| If you answered ‘no’ to the question above, please tell us how much financial support you are providing (either as an amount or as a % of the full fee). Please state whether this support will be provided every year or in specific years. *Example 1: 50% of fees for every year of the course* *Example 2: £5000 for the first 2 years of the course*  |  |