

## Sponsorship Form

*To be completed by the sponsor and submitted on behalf of a student/students.*

*A new sponsor form must be submitted annually **FAO Sponsorship** to [ARfinanceforms@tcd.ie](mailto:ARfinanceforms@tcd.ie) at least 4 weeks prior to a student's course commencing and in advance of registration. **NO HARD COPIES will be accepted.***

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|--|--|
| Sponsor Name:                                  |  |
| TCD Sponsor Number (6 characters e.g. SPO001): |  |
| Sponsor Accounts Payable Contact Name:         |  |
| Sponsor Accounts Payable Contact Tel No:       |  |
| Sponsor Email Address (to send invoice):       |  |
| Sponsor Postal Address:                        |  |
|  |  |
|  |  |
| Sponsor PO/ref number to quote on invoice:     |  |

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| <b>Special Arrangement To Note (discounts etc.):</b> |
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|                                  |  |
|----------------------------------|--|
| <b><i>Print Name:</i></b>        |  |
| <b><i>Signature:</i></b>         |  |
| <b><i>Date:</i></b>              |  |
| <b><i>Institution Stamp:</i></b> |  |

**Important Notes:**

1. An invoice will be issued to the sponsor following the registration of the student
2. Payments must be made into the Trinity No 7 Account quoting the invoice number **or** 8 digit student number (No 7 bank details detailed on the invoice)
3. Once payment is made a remittance advice must be emailed to [AcadReg\\_Sponsors@tcd.ie](mailto:AcadReg_Sponsors@tcd.ie)
4. Any invoice queries should be directed to [AcadReg\\_Sponsors@tcd.ie](mailto:AcadReg_Sponsors@tcd.ie)

