

## **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 Student Finance to <u>academic.registry@tcd.ie</u> at least 4 weeks prior to a student's course commencing and in advance of registration. **NO HARD COPIES will be accepted.** 

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

## **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 <a href="mailto:AcadReg\_Sponsors@tcd.ie">AcadReg\_Sponsors@tcd.ie</a>
- 4. Any invoice gueries should be directed to AcadReg Sponsors@tcd.ie

Sponsor Name:



## **Sponsorship Details:**

Student Name	TCD Student Number	Academic Year	Course Code	Tuition Fee €	Student Contribution Fee €	Student Levies & Charges (SLC) €	Other €	Total Value €

All personal data captured in this form will be controlled by Trinity College Dublin and will be processed in accordance with the <u>data protection policy of Trinity College Dublin</u> and the <u>privacy notice</u> of Trinity College Dublin.