

## 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 [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie) at least 4 weeks prior to a student's course commencing and in advance of registration. **NO HARD COPIES will be accepted.***

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:	

<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)

