



South Circular Road, Dublin 8  
Telephone: +353 1 4150400 Fax: +353 1 4549265  
Web Site: [www.griffith.ie](http://www.griffith.ie)

### **Individual Sponsorship Agreement**

This agreement should be used to sponsor an individual student. It is a formal request to Griffith College Dublin to raise an invoice. It should be returned at the same time as registration occurs. By completing a sponsorship agreement, organisations undertake liability for paying fees for the sponsorship amount specified below. Fees must be paid in full prior to course commencement.

***This is not a request for credit.  
All course fees must be discharged in full prior to a student commencing a course.***

#### **SPONSORSHIP UNDERTAKING**

1. On behalf of the sponsoring organisation below (herein after referred to as 'the sponsor'), I agree that the sponsor will pay, within seven days of the invoice date, the amount shown below for the "sponsorship amount" and that the full fees be paid prior to the student commencing the course.
2. I accept that, if this employee withdraws from a course or leaves the sponsor's employment, liability for the sponsor's contribution towards the sponsorship amount will remain with the sponsor.
3. I hereby warrant that the sponsor has the full power and authority to provide the sponsorship for this booking 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.
4. I hereby understand that if any course fee remains outstanding after the student starts the course, the student will not be officially registered with the college or with any external body where applicable. In addition, the student will be unable to undertake any examinations; to receive a student card; have access to the library; have access to the computer laboratories; have access to Moodle, or any other college facilities.

#### **COURSE TITLE, NAME OF STUDENT & AUTHORISATION**

***(Please enter the financial amount (in Euros) of sponsorship below)***

Course Title/Stage:  Sponsorship Amount: €

Student Name:  Student No.:  Academic Year:

On behalf of the sponsor, ***(insert organisation's name)***  I hereby agree to the terms and conditions of the Griffith College Dublin's Sponsorship Form ***(the student being sponsored cannot authorise same):-***

**SIGN HERE**  **PRINT NAME HERE**

Authorisation within Co.

Position In Organisation

Human Resource Manager

Contact Phone Number  Email address

***Please see over for invoicing / contact details***



**DETAILS REQUIRED FOR GRIFFITH COLLEGE TO RAISE AN INVOICE**

Person to Whom Invoice To Be Addressed:

Department within Organisation:

Name of Organisation:

Address for Invoice:

Telephone Number:  Fax

Accounts Payable Email Address:

Purchase Order Number (if applicable):

**TERMS & CONDITIONS**

1. Please note that the option of company sponsorship does not apply in the case of sole traders or where there is only one Director / employee.
2. The College reserves the right, at its sole discretion, to reject any sponsorship agreement and thereby to require full payment of the course fee before the student is allowed to commence and be registered on any course. You will be informed if the College reaches this decision.
3. This agreement also implies that the student accepts all Griffith College's Terms and Conditions applicable on registering with the College.

**OFFICE USE ONLY**

Form Complete:

Form Incomplete:

Date Invoice Sent: / /

Invoice Issued By:

*Directors: D.A. Hegarty (President), R. Callanan, P. Kent, T. Mac Eochagáin, F. Scott-Lennon, R. Fenelon, P. Sheehan, D.Hegarty  
Joint Secretaries; R. Callanan, P. Sheehan  
Bellerophon Limited Registered in Ireland No. 60469*



On receipt of the completed Individual Sponsorship Agreement form, an invoice will be forwarded by the College to the contact listed on page 2 of the form.

### **METHODS OF PAYMENT**

**Pay On-line** - payment may be made online by credit or debit card at [www.griffith.ie/payonline](http://www.griffith.ie/payonline) .

**Pay by Bank Draft/Cheque/Postal Order** – payment may be made by bank draft/cheque/postal order and each of the above should be made payable to Griffith College. If you are making payment by this method, please forward any of the above to the following address:

The Student Fees Office  
Griffith College Dublin  
South Circular Road  
Dublin 8

Also, if you are making payment by this method, please state the student name and student number on the reverse side of the bank draft/cheque/postal order.

**Pay by Bank Transfer** – you may pay by bank transfer into the College account for which the College bank details are:

Bank Name:	Ulster Bank, 27-35 Main Street, Blackrock, Co. Dublin
Account Name:	Bellerophon Ltd.
Account No.:	81754544
Sort Code:	98-53-30
Swift/BIC Code:	ULSBIE2D
IBAN No.:	IE91 ULSB 985330 81754544

If you are using this method of payment, please remember to quote the student's name and student number on all payment transfers to the college.