

SPONSORSHIP INVOICE REQUEST FORM:

MB-21032023



This form is to be used where an employer/organisation is making a contribution towards a learner's fees and the employer/organisation require an invoice to be issued in their name. This form is only a request to Griffith College and does not constitute any binding agreement with the employer/organisation mentioned. Liability of all fees remain with the learner, in line with Griffith College terms and conditions applicable at point of registration and as stated below. The form is to be completed by the learner and returned to Griffith College. All fields are mandatory and incomplete forms will not be processed.

Name of Employer/Organisation:

(as required on the invoice)

**Address of
Employer/Organisation:**

Postcode/Eircode:

Accounts Payable Contact Name:

Accounts Payable Contact Phone:

Accounts Payable Contact Email Address:

Purchase Order Number:

Please quote PO number if it

is required on the invoice. You should get this number from your employer/the organisation.

Contribution Amount:

EUR €

The Fees Office will forward an invoice directly to the above contact details for this amount therefore please ensure the correct details are inserted above. Payment is expected from the above within 30 days of the date of invoice and prior to the learner registering on the course/programme.

Terms & Conditions:

- I confirm that I have the authorisation from my employer/the organisation, to instruct Griffith College, to issue an invoice to the details specified above.
- I understand that this is only a request to Griffith College to invoice my employer/the organisation and in no way assigns liability of the learner's fees to that of my employer/the organisation named above.
- I understand that all correspondence from the College in relation to outstanding fees, will be issued to the learner directly.
- I accept full responsibility for the payment of my learner fees and I acknowledge and understand that should I withdraw or defer from my course/programme at any point, fees remain due in full to the College.
- I understand that where fees continue to remain outstanding after commencement of a course/programme, the College reserves the right to suspend College services, not limited to, but including suspension of Moodle and access to examinations. The College may also choose to not officially register the learner with any external body if fees remain outstanding.
- The College reserves the right, at its sole discretion, to reject a Sponsorship Invoice Request Form and thereby to require full payment of the course/programme fee before the learner is allowed to register on the course/programme.

Student Name:

(please print name here)

Student Signature:

(please print name here)

Student Number:

Date:

Pay by credit/debit card at www.griffith.ie/payonline
or

Pay by Bank Transfer to:

Bank Name:	Bank of Ireland
Bank Address:	St. Stephen's Green, Dublin 2
Account Name:	Griffith College
Account Number:	41482755
Sort Code:	90-00-84
Swift Code:	BOFIE2D
IBAN No.:	IE69 BOFI 9000 8441 482755