



# UNIVERSITY OF PLYMOUTH

Faculty of Health

## Professional Development Unit Student Tuition Fee Sponsorship Form

This form should be used where a company/ organisation wishes to confirm their commitment to pay all or part of a student's tuition fees.

**The form should be completed in full by the sponsor** and returned to:

PDU Admissions, 4<sup>th</sup> Floor, Rolle Building, University of Plymouth, Drake Circus, Plymouth, PL4 8AA, or emailed to [pduadmissions@plymouth.ac.uk](mailto:pduadmissions@plymouth.ac.uk).

### Sponsor Details

Name of Company / Organisation

Contact Name

Address

Address for invoice  
(IF DIFFERENT FROM ABOVE)

Telephone Number

Email

Purchase Order Number  
(IF APPLICABLE)

Many NHS Trusts will not pay an invoice if a purchase order has not been raised in advance. Please ensure that you check the requirements of your organisation prior to returning this form.

### Student Details

Name of Student

Student Reference Number  
(IF KNOWN)

Programme or Module(s) to be sponsored  
(TITLE OR CODE)

Please state the amount or percentage of the tuition fee that you wish to sponsor \_\_\_\_\_

£

or

%

I confirm that University of Plymouth may invoice this Company / Organisation for the tuition fee stated above.

Signed

Name

Date

**Please note:** Payment of tuition fees remains the responsibility of the student. Any fees undertaken to be paid by a sponsor which remain unpaid will be charged to the student.

### Supplier set up information

The information provided on this document should be used by the external company/organisation (your sponsor) to register the University of Plymouth as a supplier in order to make payment of invoices.

<b>Company Name</b>	University of Plymouth
<b>VAT Number</b>	168 2878 59
<b>Charity Exemption Number</b>	XN80875
<b>Full Address</b>	University of Plymouth Drake Circus Plymouth Drake Circus PL4 8AA
<b>Email Add (Order)</b>	<a href="mailto:sponsors.studentrecords@plymouth.ac.uk">sponsors.studentrecords@plymouth.ac.uk</a>
<b>Email Add (Remit)</b>	<a href="mailto:remittance@plymouth.ac.uk">remittance@plymouth.ac.uk</a>
<b>Telephone</b>	01752 588 130
<b>Bank Details</b>	HSBC 4 Old Town Street Plymouth PL1 1DD Sort Code 40-36-22 Account No. 61485946 Account Name – University of Plymouth IBAN No. GB94HBUK40362261485946 BIC/SWIFT No. HBUKGB4B

If information not provided on this document is required for supplier set up, please contact [sponsors.studentrecords@plymouth.ac.uk](mailto:sponsors.studentrecords@plymouth.ac.uk) for assistance.