Research Degrees

Sponsorship Agreement

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLease Refer to the guidelines on page 3 before completing this form. this form should only be used by the sponsors of OU postgraduate Research students (those studying for a Phd or professional doctorate); for all other students please** [**contact us**](https://www.open.ac.uk/contact) **to discuss your requirementS.**  Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed | |
| **SPONSORSHIP AGREEMENT**  By completing this sponsorship agreement, organisations undertake liability for paying fees, by invoice, as detailed on this form. | |
| 1. **Student and fee details** | |
| Student name: |  |
| Student personal identifier: |  |
| Study period: |  |
| Total fee due: | £ |
| Amount to be invoiced to sponsor: | £ |
| 1. **Invoice details** | |
| Person to contact: |  |
| Department: |  |
| Name of organisation: |  |
| Address for invoice: |  |
| Postcode: |  |
| Country (if not UK): |  |
| Purchase order number: |  |
| If the organisation’s address is outside the UK and you are registered for VAT or equivalent tax in your own country please give your registration number, including national code prefix: |  |
| 1. **Sponsorship undertaking** | |
| On behalf of the sponsoring organisation above (‘the sponsor’), I agree that the sponsor will pay, within 30 days of the invoice date, the research degree fee shown above.  I accept that, if the student withdraws from the research degree or leaves the sponsor’s employment, my organisation will remain liable for the agreed contribution towards the fee.  I hereby warrant that the sponsor has the full power and authority to provide the sponsorship for this student, 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.  **If you are a sole trader or a director and only employee of a limited company please read this clause carefully.**  I accept personal liability for the agreed fees and attach my business letterhead / stationery. (For audit reasons the person who signs this agreement cannot be the student unless operating as a sole trader or director of a limited liability company.)  The University reserves the right at its sole discretion to reject any sponsorship agreement and in consequence to require full payment of the research degree fee before a new student is registered. You will be informed if the University reaches this decision. | |
| **Signature** |  |
| **Print name** |  |
| **Date** |  |
| **Position in organisation** |  |
| **Are you a sole trader?** | Yes  No |
| **Your organisation** | Name of organisation:  Address:  Postcode:  Country (if not UK): |
| **Who to contact with any queries about this form** | Name:  Position / job title:  Telephone:  Email: |

**Guidance**

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| **What this form is for**  To arrange for a sponsor to be invoiced for a student’s research degree fees |
| **Who should complete it**  This form should only be used by completed by the sponsors of OU postgraduate research students (those studying for a PhD or Professional Doctorate); for all other students please contact us to discuss your requirements: [Contact Us | Open University](https://www.open.ac.uk/contact)  If you have received a letter offering you registration for an Open University research degree, and your sponsor has agreed to pay all or some of your fees, **your sponsor** should complete this form |
| **How it should be submitted**  The form can be completed electronically by clicking on the grey boxes, but your sponsor must **print and sign a hard copy** for you to send to the Research Degrees Team, together with your *Acceptance form*.  Send your signed documents to: The Research Degrees Team, Graduate School, Charles Pinfold Building, The Open University, Milton Keynes, MK7 6AA |
| **Resources**  This form can be found on the Forms and Guidance section of the Graduate School Network (GSN):  <http://www.open.ac.uk/students/research/forms-and-guidance> |