



Anguilla Community College Sponsorship Agreement

SECTION A: Please read carefully before completing form

IMPORTANT INFORMATION

This form should be completed by any organisation/third party wishing to sponsor enrolment fees for a student(s) undertaking study at Anguilla Community College. Please note individual student application forms must accompany sponsorship agreement form.

Sponsorship

Sponsorship is valid for the specified course, duration and level detailed on the signed Sponsorship Agreement Form. This form **MUST** be submitted prior to the start of any course. Any changes will require completion of a new Sponsorship Agreement Form.

The sponsor will be liable for all specified fees incurred up to the end of the Sponsorship Agreement or the point of termination of the Sponsorship Agreement if the Sponsorship Agreement is terminated early.

Termination of the Sponsor Agreement

In the event that the sponsor decides to terminate sponsorship, the sponsor must advise ACC in writing. Notification of termination should be received prior to commencement of course. Liability for fees will be governed by the refund policy.

Invoicing

A single invoice listing all sponsored students will be sent to the sponsor within one week of the end of registration for the specified course.

Payment

The sponsor must provide payment of the sponsored fees by the due date specified on the invoice.

Where payment in full is not received by the due date, a reminder notice will be issued by the Anguilla Community College stating a new due date. Where payment is not received by the new due date, an encumbrance will be placed on the student record. This encumbrance will prevent the student from accessing their assessment results, making any variation to their enrolment, and applying to graduate.

Liability/Refunds

Liability/Refunds will be governed by ACC's Liability/Refund Policy. Refunds of monies paid will be made to the sponsor unless the Anguilla Community College receives written advice from the sponsor requesting otherwise.

Completed forms may be submitted by:

Email

info@acc.edu.ai
carla.harris@acc.edu.ai
shellecia.brooks-johnson@acc.edu.ai
Laurelei.frazer@acc.edu.ai

Fax

264-497-3033

Mail

Anguilla Community College
 P. O. Box 1650
 203 The Rogers Office Building
 Edwin Wallace Rey Drive, George Hill
 Anguilla, AI2640

SECTION B: Sponsor Details (To be completed in block capitals)

Sponsor/Organisation Name

(This name will appear on the invoice)

Postal Address

Name of Contact

(invoice will be sent to this person)

Position Title *(Job title within organization)*

Telephone: **(264)**

Email:

SECTION C: Sponsor Agreement Details

Duration of Sponsorship	<input type="checkbox"/> Full duration of the course <input type="checkbox"/> Other <i>(please specify)</i>
Level of Sponsorship	<input type="checkbox"/> All fees <i>(Application fee, Registration fee, Insurance fee, ID Card fee, Lab fee, Tuition fees)</i> <input type="checkbox"/> Tuition fees only <input type="checkbox"/> Other <i>(please specify)</i>



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SECTION D: Course and Student Details

Course Code	
Course Name:	_____
Tuition Cost (EC\$):	Corporate Discount: _____ %
Course Duration:	<i>Applicable to 5 or more students enrolled in a single course and no other discounts applied.</i>
Administration Fees	<input type="checkbox"/> Non-refundable Application Fee EC\$54.00 <input type="checkbox"/> Insurance Fee \$ 65.00 <input type="checkbox"/> Registration Fee EC\$15.00 <input type="checkbox"/> Lab Fee \$50.00 <input type="checkbox"/> Student ID Card \$41.00 <input type="checkbox"/> Other _____
Student Names	
FIRSTNAME	LASTNAME
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____

Section E: Sponsor Authorisation

I confirm that:

- i. I have read and accepted the conditions noted under **Section A** of this agreement.
- ii. I am authorised to sign this agreement on behalf of the sponsor organisation.

Signature: _____

Print Name: _____

Date: _____