Student Credit Control
Finance Department
PO Box 217
Whiteknights Campus
University of Reading
RG6 6AH
studentcreditcontrol@reading.ac.uk

Date		Applicant/student name	
Module or programme of study			
Cost of programme or module			
Total amount to be sponsored *CIPPET bill by module (not year). State here how much this proof of funding covers.*			
Organisation name			
Contact name for invoicing			
Email address for invoicing			
Full address for invoicing			
Telephone number for invoicing queries			
Purchase order number or equivalent			
I confirm that my organisation is willing to accept liability for the tuition fees as stated above and I understand that any default in payment may result in the student's result being delayed and/or liability for fees being transferred to the student.			
Signature:		Name:	
Email address		Position within the organisation:	

Please ensure that this letter is either:
- printed on headed paper with the company name clearly stated (and where required includes the organisation's official stamp) **or**
- signed using a verified electronic signature (e.g. Adobe) or attached to an email from a professional email address within the organisation

Where this letter is being submitted electronically, either scans or electronically signed forms can be submitted to one of the following:
- New applicants: sponsor forms should be uploaded to the application portal (or emailed to cippet@reading.ac.uk)
- Existing students: cippet-students@reading.ac.uk