



Lifelong Learning at University College Cork

Sponsorship Guide

For Sponsors

About Sponsored Applications

Organisations may choose to **partially or fully subsidise fees** for individuals enrolling on open-access, part-time programmes at Adult Continuing Education (ACE) in University College Cork (UCC).

This is known as a ‘Sponsored Application’.

Sponsored Applications follow a specific process that both the applicant and the sponsor must complete. This guide outlines each step clearly.

What is a Sponsored Application?

- An organisation pays part of the applicant’s fee
- An organisation pays the applicant’s full programme fees

What is not a Sponsored Application?

- A friend or individual paying the applicant’s fees
- Applicants in receipt of:
- Sanctuary scholarships
 - Springboard+ funding
 - Other bursaries or fee subsidies

Preparing for a Sponsored Application

Sponsorship Types

There are two types of sponsorship:

Full Sponsorship

- The sponsor agrees to pay the full programme fee.
- For multi-year programmes, this must be confirmed each year, and a new sponsorship form will be required annually.

Partial Sponsorship

- The sponsor agrees to pay part of the programme fee.
- The applicant is responsible for paying the remaining balance.
- For multi-year programmes, sponsorship must be confirmed annually.

What the Sponsor Must Do

Before starting an application, the sponsor should:

- Read this guide.
- Agree on the exact sponsorship amount (per year) with the applicant.
- Nominate a Sponsor Contact (name and work email required) who will complete the Sponsorship Form.
- Ensure the Sponsor Contact is aware that they will receive an email link to complete this form.
- This form is mandatory and confirms:
 - Sponsorship status
 - Sponsorship amount
 - Invoice details

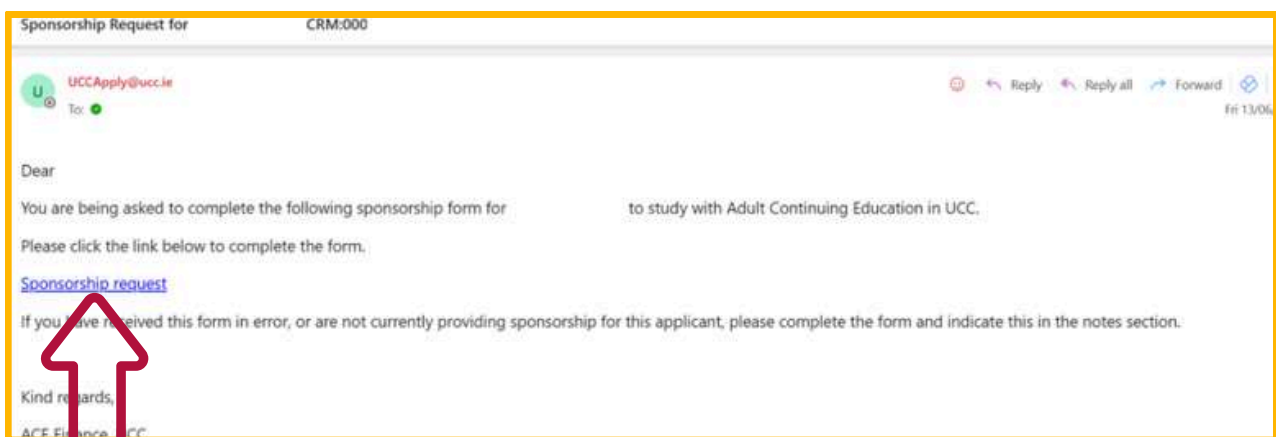
IMPORTANT: The applicant remains responsible for ensuring all fees are paid on time, regardless of sponsorship status.

Completing the Sponsorship Form: Sponsor Section

The Sponsor Contact will receive an automatic email from

UCCApply@ucc.ie once the applicant completes their section of the form.

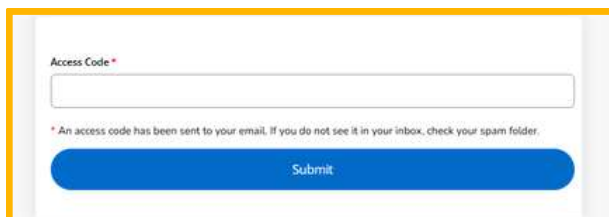
Here is a preview:



To confirm the sponsorship, the Sponsor Contact must:

- Click the '**Sponsorship Request**' link in the email.
- This will open the sponsor section of the online form, linked to the applicant's application.

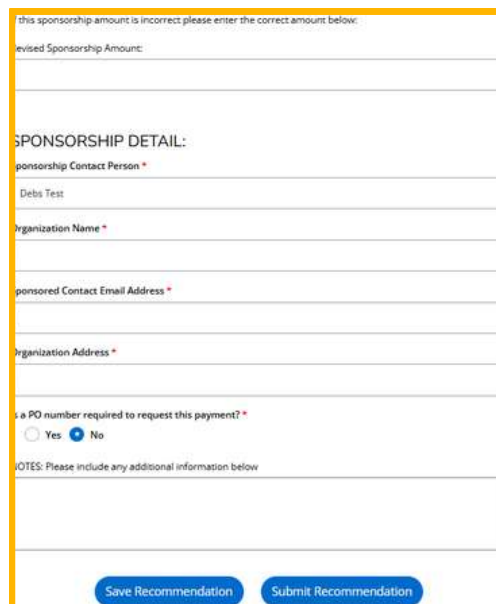
- A second email will then be issued containing an access code.
- Enter this code to access and complete the form.



Once the Sponsor Contact accesses the form, the sponsorship amount provided by the applicant will be visible. This can be reviewed and amended if required.

The Sponsor Contact will be asked to confirm:

- Sponsorship amount
- Sponsor contact name
- Organisation name
- Sponsor contact email address
- If a Purchase order (P.O.) is required



IMPORTANT NOTE:

- **Completion of this form is mandatory** – email confirmation of sponsorship is not accepted.
- Sponsor should check spam/junk folders if the email is not received.
- This step confirms the sponsorship only – it does not confirm that payment has been made.
- Limited applicant details will be visible (name and programme).

Full Sponsorship Payments

- Once the Sponsor Contact completes the sponsorship form and the applicant is accepted onto the programme, ACE Finance will issue an invoice directly to the sponsoring organisation.
- Sponsorship payments are **due within 30 days of the invoice issue date**.
- It is the applicant's responsibility to ensure payment is made by the required deadlines.

Partial Sponsorship Payments

If partial sponsorship is confirmed, the applicant will receive an email from ACE Finance outlining:

- The sponsorship amount agreed by the sponsor.
- The remaining balance payable by the applicant.
- Relevant payment deadlines.

The applicant **must confirm** that they wish to proceed on this basis. Only once confirmed will the application move forward for review.

For programmes with Autumn starts, the following payment dates apply:

Sponsorship amount is less than 50%:	The sponsor must pay the sponsorship amount within 30 days of the invoice being issued. The student must pay the remainder of the balance of the 50% of fees by 31 October. Students must pay the remaining 50% of fees by 31 January.
Sponsorship amount is less than 100% but more than 50%:	The student must pay the remainder of 50% of fees by 31 January.

Please contact acefinance@ucc.ie for payment dates and deadlines for programmes with non-Autumn start dates.

PAYMENT DEADLINES:

Sponsor must pay the sponsorship amount within 30 days of the issue date of the invoice.

Multi-Year Programmes

For programmes running over multiple years:

- Before the start of each new academic year (typically August), ACE Finance will issue an updated sponsorship form **to the student's Umail address**.

- This must be completed by the sponsor and returned by the student before classes commence.
- The sponsor will be invoiced following verification, and payment will be required within 30 days of the date of issue of the invoice.

IMPORTANT NOTE:

- The applicant/student remains ultimately responsible for ensuring all fees are paid in full and by the stated deadlines, regardless of sponsorship status.
- If a sponsor does not fulfil the agreed sponsorship amount, the applicant is liable for outstanding fees.
- Failure to meet payment deadlines may result in loss of access to course materials and UCC systems.
- For multi-year programmes, the student is responsible for ensuring:
 - The sponsorship form is sent to their sponsor, completed and returned.
 - The sponsor makes the required payment by the required deadlines.

Queries

All finance queries, including those related to sponsorship payments, outstanding balances and fee payments, should be directed to:

ACE Finance: acefinance@ucc.ie.

If you and/or the applicant/student are experiencing difficulty in making fee payments, you must contact:

ACE Finance acefinance@ucc.ie as soon as possible.



Contact Information:

Office :

The Laurels, University College Cork, Western Road, Cork, T12 EH31

Phone Number :

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Email :

ace@ucc.ie