

Lifelong Learning at University College Cork

Sponsorship Guide For Applicants

About Sponsored Applications

When applying for a part-time programme, your fees may be partially or fully covered by your employer or other organisation.

This is known as a ‘Sponsored Application’.

You will indicate this during your application. There is a specific process that both you and your organisation must complete.

This guide explains each step.

What is a Sponsored Application?

- Your organisation is paying part of your fees
- Your organisation is paying your full fees

What is not a Sponsored Application?

- A friend/other person is paying your fees
- You received a Sanctuary scholarship
- You received Springboard+ funding
- Other bursaries/fee subsidies

Overview: The 3-Part Process

1. Before You Start	<ul style="list-style-type: none">• Ensure you have a confirmed sponsorship agreement with your organisation.• Share the Sponsorship Guide for Sponsors with your Sponsor Contact.
2. Completing an Application	<ul style="list-style-type: none">• Apply via UCC Apply (see General Application Guide).• Select the Sponsored Application option.• Additional steps will be required during your application (outlined in this guide, see pg. 5).
3. Verifying & Completing Sponsorship	<ul style="list-style-type: none">• Complete your section of the sponsorship form.• Ensure your organisation completes their section.• ACE Finance will verify your sponsor and issue an invoice.• Payment must be made by the required deadlines.

IMPORTANT: It is the responsibility of the applicant/student to ensure fees are paid by deadlines, irrespective of sponsorship status.

Part One: Before You Start

Sponsorship Types

There are two types of sponsorship.

Full Sponsorship

- Your organisation agrees to pay your full programme fees.
- For multi-year programmes, this must be confirmed each year, and your organisation will need to complete a new sponsorship form annually.

Partial Sponsorship

- Your organisation agrees to pay part of your fees.
- You are responsible for paying the remaining balance each year.
- For multi-year programmes, the agreed amount should be confirmed annually.

What You Must Do Before Applying:

Before starting your application, you should:

- Identify a Sponsor Contact (full name and work email required).
- Share the Sponsorship Guide for Sponsors with your Sponsor Contact.
- Agree on exact sponsorship amount (per year) with your organisation.
- Ensure they are aware they will receive an email link to complete the sponsorship form.
 - This form is mandatory and confirms:
 - Sponsorship status
 - Sponsorship amount
 - Invoice details

[Access the Sponsorship Guide for Sponsors](#)



IMPORTANT NOTE:

- You must have a confirmed sponsorship agreement in place before applying.
- You are responsible for ensuring fees are paid by the required deadlines, regardless of sponsorship status.

Funding Types Not Considered Sponsored Applications

Springboard+ Applicants

If you are in receipt of 90%/50% funding through Springboard+, you are not eligible to apply via the Sponsored Application route.

If your employer is covering the remaining 10%/50% of programme fees:

- You must pay this amount at the time of application.
- Any reimbursement must be arranged directly between you and your employer.

[See Springboard+ Details Here](#)



Bursaries and Fee Subsidies

Bursaries and fee subsidies for ACE programmes will be outlined on individual programme pages.

In most cases:

- You will be directed to make a payment via the funding organisation, or
- You will receive a once-off waiver code to reduce your fee after approval.

You do not need to apply via the Sponsored Application route.

[See Further Fees & Finance Information Here](#)



Company Cohorts

If you are applying through your organisation for a dedicated (organisation-specific) delivery of a UCC programme, you do not need to apply via the Sponsored Application route.

This route is only for individual applicants applying to programmes that are open to the public.

Part Two: Completing an Application

Creating an Application in UCC Apply

All applicants must apply via UCC Apply, UCC's online application system. For step-by-step guidance (including account setup), please refer to the General Application Guide.

See General Application Guide Here 

When you reach the **Sponsored Application** section, return to this guide for the additional steps.

Indicating a Sponsored Application

During your application, on the **Programme** tab, you will be asked if you are receiving financial support for full or partial payment of your fees from your employer or sponsor.

IMPORTANT NOTE:

You must have a confirmed sponsorship agreement before completing this step.

If you do not:

- Do **NOT** select 'Yes' to sponsorship (You will not be able to complete the required steps).

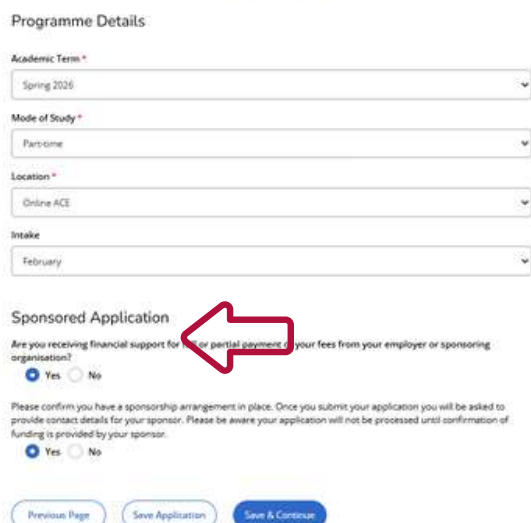
Instead, you should:

- Wait until sponsorship is confirmed, or
- Apply as a self-funded (fee-paying) applicant.

To proceed as a Sponsored Applicant:
Select **Yes** to confirm sponsorship.

A second question will then appear to confirm that you have a sponsorship agreement **in place**.

Select **Yes** to proceed as a Sponsored Applicant.



Programme Details

Academic Term*
Spring 2026

Mode of Study*
Part-time

Location*
Online ACE

Intake
February

Sponsored Application

Are you receiving financial support for full or partial payment of your fees from your employer or sponsoring organisation?
 Yes No

Please confirm you have a sponsorship arrangement in place. Once you submit your application you will be asked to provide contact details for your sponsor. Please be aware your application will not be processed until confirmation of funding is provided by your sponsor.
 Yes No

Previous Page Save Application Save & Continue

Entering the Fee Waiver Code

1. Enter the code **exactly as seen in the email** in the waiver code box.
2. Click **Apply**.

DESCRIPTION	TOTAL
Arts - Psychology - Certificate - UCC (part-time)	€500.00
Subtotal:	€500.00
Fee Waiver:	€0.00
Total:	€500.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

ACE1a92f33713a4

If successful:

3. The blue button will change from **Make Online Payment** to **Submit**.
4. Click **Submit** to proceed.

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

If the fee waiver code is entered incorrectly, the blue button will not change, or you will receive an error alert. Please check the code and try again.

IMPORTANT NOTE:

- **Submitting your application does not complete the process.**
- **Your application will only be reviewed once:**
 - You complete the next step: **Uploading Supporting Documentation**.
 - Both you **and your sponsor** complete the respective sections of the sponsorship form in the Uploading Supporting Documentation section.

Uploading Supporting Documentation

Return to the main screen in UCC Apply (you may need to login again).

On the main screen, under **My Applications**, locate your application and click **View**.

My Applications

APPLICATION

> Autumn 2025 - Arts - Psychology - Cert

STATUS

Action Required

ACTION

View



Select the **Upload Supporting Documentation** tab.

Review Upload Supporting Documentation

Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
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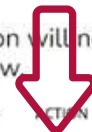
- You will see a list of documents required to complete your application.
 - For assistance with these, please view the general application guide.
- The **Sponsored Payment** item is the applicant section of the sponsorship form.

Completing the Sponsorship Form: Applicant Section

Click **Start** to complete the applicant section of the sponsorship form. A box titled **Recommendation Request** will appear.

Outstanding Documentation Requested – if you see requests listed below, your application will not be processed until you complete and submit these outstanding documents via the links below.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Sponsored Payment		Not Started		Start



Before completing this step:

- Inform your Sponsor Contact in advance.
- Confirm:
 - Sponsor contact name
 - Contact email address
 - Sponsorship amount
 - Organisation address (if asked)
- Check all details carefully (especially email address).

Once complete, click **Submit Request**.

Recommendation Request

Recommendation Request

Sponsorship Contact Person *

Sponsorship Contact Email Address

Sponsorship Organization Name *

Sponsorship Amount

Submit Request



IMPORTANT NOTE:

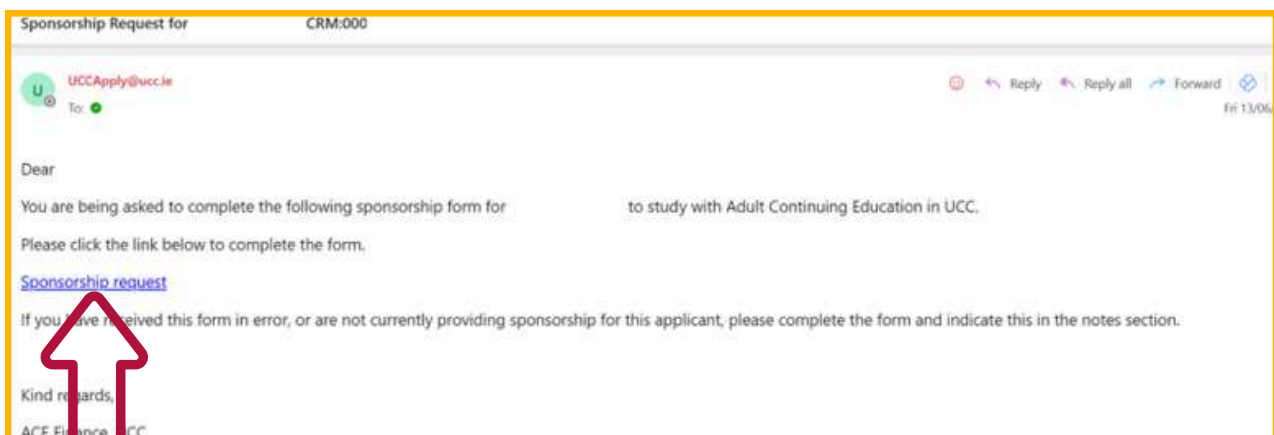
- Clicking **Submit Request** will:
 - Triggers an automatic email to your Sponsor Contact (the email address you provided).
 - This email has a link to complete the Sponsorship Form, Sponsor Section.
- It is the **applicant's responsibility** to ensure that all steps are completed by both the applicant and the sponsor during the sponsorship process.
- Your application will not be reviewed until both you and your sponsor complete all required steps.

Part Three: Verifying and Completing Sponsorship

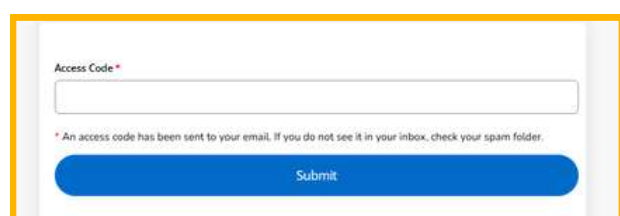
Completing the Sponsorship Form: Sponsor Section

Your Sponsor Contact will receive:

- An email from **UCCApply@ucc.ie** with a link to complete the sponsor section of the form.



Once they click the **sponsorship request** link in the email, they will receive a second email with an access code for the form.

A screenshot of a form with a field labeled "Access Code*" and a blue "Submit" button. Below the field, there is a note: "* An access code has been sent to your email. If you do not see it in your inbox, check your spam folder."

Once accessed:

- The sponsorship amount you provided will be visible.
- Your sponsor can review and amend this if required.

Your sponsor will be asked to confirm:

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

Revised Sponsorship Amount:

SPONSORSHIP DETAIL:

Sponsorship Contact Person *

Debs Test

Organization Name *

Sponsored Contact Email Address *

Organization Address *

Is a PO number required to request this payment? *

Yes No

NOTES: Please include any additional information below

Save Recommendation Submit Recommendation

Once completed, the status of this document will update to **completed** or **document received** in your Supporting Documentation section.

Outstanding Documentation Requested – if you see requests listed below, your application will not be processed until you complete and submit these outstanding documents via the links below.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Sponsored Payment	Test	Completed	20/01/2015	

Note: You will continue to receive automated reminders via UCC Apply until all required documentation has been completed/uploaded.

IMPORTANT NOTE:

- This step is mandatory for all sponsors - email confirmation of sponsorship is not accepted.
- Sponsors should check spam and junk folders for this email.
- Sponsors will only see limited details (your name and programme).
- This step confirms sponsorship only – it **DOES NOT CONFIRM** payment.
- **You are responsible for ensuring your sponsor completes this step before the application deadline.**

Sponsor Verification & Application Review

Once **all required documentation** is submitted, ACE Finance will review and verify your sponsor.

If your sponsor is not verified:

- You will receive an explanatory email with the next steps from ACE Finance.

If your sponsor is verified:

- Your application will move to the Admissions Team for review.
- ACE Finance will send an invoice for payment to your sponsor.

Sponsorship Payments

Full Sponsorship Payments

- Once your application has been reviewed and accepted, ACE Finance will issue an invoice directly to your sponsor.
- Sponsorship payments are due **within 30 days** of the invoice issue date.
- Payment must be made by the sponsor by the required deadline - it is the applicant's responsibility to ensure payment is made by the required deadlines.

Partial Sponsorship Payments

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

- The sponsorship amount agreed by the sponsor.
- The remaining balance payable by you, the applicant.
- Payment deadlines for both.

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 (excluding Microcredentials), the following payment dates apply:

- First instalment of 50% of fees due by 31 October.
- Second instalment of 50% of fees due by 31 January.

For non-Autumn starts, please consult the [**ACE Finance web page**](#) for payment deadlines.

If sponsorship amount is less than 100% but more than 50%

The student must pay the remainder of the second instalment of fees by 31 January.

If 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 first instalment of fees by 31 October.

The student must pay the second instalment of fees by 31 January.

For Microcredentials:

- The sponsor must pay the sponsorship amount within 30 days of the invoice being issued.
- The remaining fee must be paid by the student via MyStudentAdmin (see instructions on the next page) within one week of registration.

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 (student email address)**.
- This must be completed by the sponsor and returned by the student to ACE Finance before classes commence.
- The sponsor will be invoiced following verification.
- **The student is responsible for ensuring:**
 - **The sponsorship form is completed and returned.**
 - **The sponsor makes required payments by the required deadlines.**

Checking Outstanding Fees

Once registered as a student, all fee communications will be sent to the student's UCC Umail account (e.g. 11111111@umail.ucc.ie).

[Access Umail and Other IT Services](#)



You must not ignore these emails - Check your spam regularly.

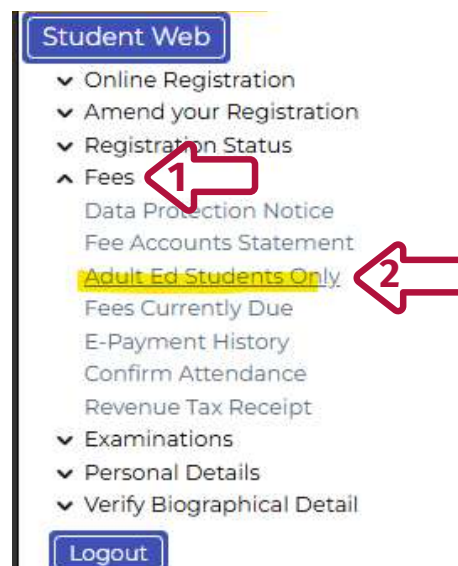
If you are receiving fee reminders, this indicates that fees are outstanding.

My Student Admin

Once registered as a student, you will have access to MyStudentAdmin.

- Go to <https://www.ucc.ie/en/sit/> and click on **MyStudentAdmin**.
- Login with your **Student ID number and password**.

1. Select **Fees** from the left-hand menu.
2. Click **Adult Ed Students Only** and follow the payment instructions.



- ✓ You must regularly check your fee balance via MyStudentAdmin.
- ✓ You must ensure all payments are made by the stated deadlines.

[Login to My Student Admin](#)

[Reset Password](#)

IMPORTANT NOTE:

- It is the student's responsibility to ensure that fees are paid in full and by payment deadlines, regardless of sponsorship status.
- If a sponsor does not honour the agreed sponsorship amount, the student is liable for outstanding fees.
- Failure to meet fee payment deadlines may result in loss of access to course materials and UCC systems.

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 your sponsor are experiencing difficulty in making fee payments, you must contact:

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

For any other queries, please contact ace@ucc.ie



Contact Information:

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Email :

ace@ucc.ie