**Vance-Granville Community College**

**P.O. Box 917**

**Henderson, NC 27536**

**(252) 492-2061**

[**www.vgcc.edu**](http://www.vgcc.edu)

**Employer Sponsorship Agreement**

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Id** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Semester you are requesting Employer Sponsorship** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total amount authorized for tuition and fees** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the information below to indicate your agreement to pay within 30 days after receiving the invoice. Termination of an employee after submission of this agreement does not terminate the employer’s financial responsibility to VGCC. Mail, e-mail, or fax the original copy to Jenny Luffman, Accounts Receivable and Third Party Billing Coordinator.

**Employer (Company) Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Contact Name and Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Contact Phone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Billing Information:**

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purchase Order Number**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Also attach a W-9 for your company and a letter verifying employment for the employee. A new agreement and letter are required each semester.**

**Return completed form to:**

**VGCC**

**Attn: Jenny Luffman**

**PO Box 917**

**Henderson, NC 27536**

**Fax: 252-430-0460**

**Email:** [**luffmanj@vgcc.edu**](mailto:luffmanj@vgcc.edu)Revised 7/2017