



Department for Transport

University College London
Gower St
London
WC1E 6BT
FAO: fees.sponsor@ucl.ac.uk
SENT ELECTRONICALLY

Department for Transport
Group Commercial Directorate
Great Minster House
33 Horseferry Road
London SW1P 4DR
Tel: 07977 435445
Email: [REDACTED]@dft.gov.uk

Web site: www.dft.gov.uk

Thursday, 09 November 2023

SPONSORSHIP NOTICE

DfT Reference: TEUL3003

Title: Sponsorship of an MSc/Dip [REDACTED]

Student: [REDACTED]

Student ID: [REDACTED]

Value of Sponsorship: £18,300.00

Dear Sir/Madam,

On behalf of the Secretary of State for Transport, the Department agrees to sponsor one employee, [REDACTED] through a MSc/Dip [REDACTED], commencing 25 September 2023 and terminating on 24 September 2025. This course of study will be undertaken part time, alongside [REDACTED] work for the Department, and will have a maximum total value of £18,300.00, as set out in your e-mail of 09/10/2023 (Annex I)

This payment will be subject to the Department for Transport's (DfT) short form terms of contract. The following documents constitute a binding agreement between you, University College London (the Supplier) and the Department for Transport (the Buyer):

- This sponsorship notice, once signed by both parties
- The Statement of Requirements (Annex II)
- The Department for Transport's short-form terms and conditions (Annex III)

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: SSa.invoice@dftssc.gsi.gov.uk

Or post:

**Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.**

The DfT's invoicing procedures are embedded below.



Invoicing Procedures

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

The Contract Manager for this contract is [REDACTED] | [REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Please acknowledge receipt of this letter within 5 business days of the letter issue date (30/10/2023) by signing in the allocated space below and returning a copy via. e-mail.

Yours sincerely,

[REDACTED]

[REDACTED]

**DfT Commercial Manager
Group Commercial Directorate
By authority of the Secretary of State for Transport**

Accepted for and on behalf of University
College London by:-

Signature: _____ [REDACTED] _____

Name: _____ [REDACTED] _____

Capacity: Fees Manager _____

Date: _____ 7.11.23 _____

Annex I – Confirmation of Course Costs



Annex II – Statement of Requirements



Annex III – Short-form T&Cs



DfT Short-form
Conditions of Contr