Guide to Requesting Employer Sponsorship

One way that you can fund your study is through employer sponsorship. Before asking your employer to financially support your studies, it is important to thoughtfully frame your request. Your employer will want to know that the programme you are pursuing is worth their support. Use this guide to help you.

Research your organisation
Do some informal research within your organisation to determine the best way to approach your employer.

These three questions can help guide you:
- What level of support is available?
- What procedures and guidelines do you need to follow to ask for sponsorship?
- Who will be making the decision?

Structure your request
Structure your request to clearly show your employer that investment in your education is also an investment in the company. You may like to refer to the programme and module highlights for your programme in making your case. You can find these by choosing your degree in our programme finder.

These questions can help you build your case:
- **How will your programme of study benefit you in your current role?** Think about the key issues that your department or company is currently facing and align your anticipated learning and development with these issues.
- **How will it benefit your employer in the long-run?** State how specific skills and knowledge that you expect to gain from your studies can enhance your work performance and allow you to take on additional responsibilities that support the company’s long-term goals.
- **How will you apply your learning to your work?** Identify particular modules or activities that will have a direct impact on your work.

Find out the terms and conditions
Investigate and agree to the terms and conditions of the sponsorship with your employer. You may possibly be requested to sign an agreement that you will stay with your organisation for a certain length of time, giving your organisation the opportunity to benefit from your new business competencies.

Find out how the sponsorship will work by asking these questions:
- **How much is your employer willing to contribute?** Once you’ve found your degree through the programme finder, you can use the Fees and Funding information from the relevant web page to present the cost to your employer.
- **How will the sponsorship be structured?** Your employer may choose to pay on your behalf or reimburse you after you have paid your fees. Depending on the arrangement, figure out what supporting documents your employer may need, such as proof of registration, a copy of an invoice, or proof of successful completion of a module or programme.
- **Will your employer monitor your progress or performance during the programme?** Your company may choose to fund your programme in one or several instalments. Clarify their requirements from you in order to maintain your sponsorship.

If you have any questions or if you are considering employer sponsorship as one way to fund your studies, let your Enrolment Advisor know. If you don’t already have an Enrolment Advisor, you can contact the Enrolment team at learnmore@liverpool-online.com. For additional contact information please see https://www.online.liverpool.ac.uk/connect-with-us.