



Agreement to pay courses fees on behalf of a student

Section 1: Company / organisation details

Company / organisation name	
Company / organisation Representative surname	Company / organisation representative first name
Company / organisation address	Purchase Order number
Registration / other number	VAT number (if applicable)

Section 2: Fee arrangements

Total course fee	
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Section 3: Student details

Student name	
Student number	

Section 4: It is agreed that

Company / organisation name	
Will pay fees for the above name student in full *	£
Will pay fees for the above named student to the value of *	£
Signed by	Print name
Position in company / organisation	Date

*delete as appropriate

Please note:

1. Student fees are to be paid in full via **cheque / BACS** upon invoice
2. The College reserves the right to exclude from the course any student whose payments are in **arrears**
3. If the student leaves the course your company remain liable to pay the **full amount** as agreed irrespective of any employment contract you may have with the student
4. If the College closes the course within **four weeks** of the start date a full refund will be issued
5. This form may be accompanied by **company / organisation bank details on letter headed paper** or an **official purchase order**