

Employer Authorisation to Invoice 2018/19

This form is required if your employer is paying part or all of your course fees; it must be completed in full and signed by you and your employer.

Sponsored Learner / Employees

Learner Name	Date of Birth	Course code	Course title	Amount of sponsorship if not in full
First name	D D M M Y Y			
Surname				
First name	D D M M Y Y			
Surname				
First name	D D M M Y Y			
Surname				
First name	D D M M Y Y			
Surname				

Business / Organisation details

Company name	
Address	
	Post code
Person to receive invoice	Email
Phone No.	Fax No.

By signing this form:

- The employer agrees to be responsible for the full payment of the sponsored fees and any costs incurred by the College to recover debts due to non-payment. The College reserves the right to charge statutory late payment fees and interest for late payment.
- The employer accepts responsibility to pay the costs irrespective of whether the learner(s) withdraw from the course and/or leaves your employment.
- The employer accepts the responsibility to enter into a separate contract with the learner(s) which includes a clause to allow release of learner data.
- The employer understands that the learner may be asked to leave the course or will not be entered for exams until the payment has been received.

By submitting this form to the college:

- The employee agrees to BCoT informing your employer of your attendance and progress.

Acceptance of responsibility for payment of course fees

To be completed and signed by employer:

I certify that I have read and understood the responsibilities of a sponsor and that the information given in this form and on any attached document is correct, complete and provides full disclosure.

I, (Full name)	
Declare that I have the authority to enter into a legally binding contract with Basingstoke College of Technology on behalf of	
Business/Organisation	Job title
Authorised signature	Date

Before enrolment can be progressed, this form must be completed in full and sent to:
Customer Services, BCoT, Worting Road, Basingstoke, Hampshire RG21 8TN
Tel: 01256 306484, fax: 01256 306444, email: information@bcot.ac.uk

If you wish to receive further information on a training needs analysis, or other courses we can offer for employees, please tick