

## Employer Authorisation to Invoice 2016/17

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:  
Student Services, BCoT, Worting Road, Basingstoke, Hampshire RG21 8TN  
Tel: 01256 306484, fax: 01256 306444, email: [information@bcot.ac.uk](mailto: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