

**Employer Authorisation to Invoice 2022/23**

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. A Purchase Order number **MUST** be given before the application can be completed.

Sponsored Learner / Employees

Learner Name	Date of Birth	Course title	Tick if Employer paying 100% of costs	If Employer not covering 100% enter the amount that will be covered by Employer
First name	D D M M Y Y			£
Surname				
First name	D D M M Y Y			£
Surname				

Purchase Order Number (please attach a copy of the PO)

Purchase order Number	
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Business / Organisation details

Company name	Person to receive invoice
Address	
Post code	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.
- 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 Newbury College informing your employer of your attendance and progress.

Learner Name	
Learner Signature	Date

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 in capitals)	
Declare that I have the authority to enter into a legally binding contract with Newbury College 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: Information Services, Newbury College, Monks Lane, Newbury, RG14 7TD
Tel: 01635 845000, email: info@newbury-college.ac.uk