

Employer Authorisation Form - to be completed by employer

**Employer's name and address, to which invoices should be sent.
(In Block Capitals please)**

Student's Name	Course	Student's Name	Course

TOTAL NUMBER OF STUDENTS IN RESPECT OF WHICH GUARANTEES FOR FEES ARE BEING GIVEN:

(Please avoid leaving any blank spaces above by crossing through any blocks you have not filled in).

I, _____ (full name) agree on behalf of the above named Employer that in consideration of Colchester Institute providing educational services to the above named students, I agree on behalf of the Employer that the Employer will discharge all fees payable in respect of the course identified above on behalf of the above named students when such fees become due in accordance with the terms and conditions set out overleaf. I understand that the guarantee provided above relates only to course fees and where examination fees are levied separately, payment for these must accompany the appropriate examination entry form at the time each individual student enters the examination.

Signed -----

Position in Company -----

Date -----

(Please see reverse for terms and conditions)

Company Stamp



TERMS AND CONDITIONS

1. These terms and conditions represent the entire agreement between Colchester Institute and the employer in relation to the provision of educational services to the students named overleaf under the terms of the guarantee given by the employer. No variation in the terms and conditions will be effective unless agreed by both parties in writing.
2. Fees remain payable in connection with courses provided by Colchester Institute, irrespective of whether or not any individual student completes the course for whatever reason, and irrespective of whether or not the student remains in the employment of the employer throughout the duration of each relevant course.
3. The employer will discharge payment of all sums due within 14 days of the date of the relevant invoice.
4. If any payment is not made by the employer on or before the due date, Colchester Institute reserves the right to charge interest at 3% per annum above the base lending rate of Barclays Bank Plc. Such interest shall run from day to day and shall accrue after as well as before any judgement and shall be compounded monthly on the amounts overdue until payment.

PLEASE RETURN YOUR AUTHRORISATION FORM TO THE FOLLOWING ADDRESS:

**Registry
Colchester Institute
Sheepen Road
Colchester
Essex
CO3 3LL
Telephone: (01206) 712555**