

Purchase Order No.



Employer Authorisation Form - to be completed by Employer

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

Contact Tel No: _____ Email _____

Student's Name	Course	Total Fee
Total Students Supported:		Total Fees Payable £

(Please avoid leaving blank spaces above by crossing through any unused lines).

Payment Options (please tick):

- Payment in full - Within 14 days of receipt of invoice, payable to Colchester Institute.
- Pay an initial 40% or £500, whichever is lower, of the course fee when the student enrolls, and then arrange an instalment payment plan with Colchester Institute with a clearly stipulated timetable. All payments must have been made no later than 6 months following the start of the course. If the duration of the course is less than six months all fees are to be paid in full prior to the planned end date. Please note that instalments are only available for courses with a fee of at least £200.

I, _____ (full name) agree on behalf of the above named Employer that in consideration of Colchester Institute providing educational services for the above Course and named student(s), the Employer shall be primarily responsible for all fees payable in accordance with the terms and conditions as set out overleaf.

Signed _____ Print Name _____

Position in Company _____

Date _____ Company Stamp:

(Please see reverse for terms and conditions)

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, and the payment by the employer of the course fees of the students named overleaf. 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. If any payment is not paid as agreed, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies in order to recover the money owed. Additional costs may be incurred.

PLEASE RETURN YOUR AUTHORISATION FORM TO THE FOLLOWING ADDRESS:

**Registry
Colchester Institute
Sheepen Road
Colchester
Essex
CO3 3LL**

Telephone: (01206) 712555