

# FE COURSES – Employer Authorisation Form



Purchase Order No.	
--------------------	--

## Employer's name and address

Invoices will be sent to the email address supplied below. (Use Block Capitals)

\_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

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

In all cases, payment in advance of 40% or £500, whichever is lower, of the course fee is mandatory.

This can be paid by phone on 01206 712137 or 01206 712497 or via the online store using the link below:

<https://onlinestore.colchester.ac.uk/product-catalogue/employer-deposits/employer-deposit/employer-deposit-fe-students>

Please quote the Student ID Number (or student name & date of birth) in all instances.

**If this payment is not received, the student will not be able to enrol.**

To pay the balance, please select one of the below:

- Payment of balance within 30 days on receipt of invoice.
- Arrange an \*instalment payment plan using the Recurring Card Payment (RCP) platform used by the Colchester Institute.

\*To use this facility, the student will need to bring along signed FE Instalment Plan Terms & Conditions on the day of enrolment. This is available at [www.colchester.ac.uk/adults/payment-options/](http://www.colchester.ac.uk/adults/payment-options/). Our Finance Office will contact you to set up the plan.

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.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Position in Company \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

## FE COURSES – Employer Authorisation Form



Purchase Order No.	
--------------------	--

### TERMS AND CONDITIONS

1. These terms and conditions represent the entire agreement between Colchester Institute and the sponsor in relation to the provision of educational services to, and the payment by the sponsor 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 continues to satisfy the original terms of the sponsorship agreement.
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 USING THE DETAILS BELOW:

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

**Telephone: (01206) 712555**

**Email: Registry@colchester.ac.uk**

Colchester Institute will retain your personal data in accordance with the provisions of the Data Protection Act 2018 for as long as is considered necessary for the legitimate business purpose under which it was collected. Data will be retained under an Information Asset Register schedule of approved retention periods. For further information, please refer to our Privacy Notice:

<https://www.colchester.ac.uk/policies/>

