

# 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 712628 or 01206 712728 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, and will not be eligible to receive Colchester Institute Tuition.**

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. Please ensure you also sign the FE Employer Instalment Plan Terms and Conditions on page 3 of this document. 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 overleaf, the FE Employer Instalment Plan Terms & Conditions (see page 3) and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies>

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

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

Email \_\_\_\_\_

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I, \_\_\_\_\_ (full name of Student) agree that in the event that the Employer fails to make any payment in consideration of Colchester Institute providing educational services for the above Course, I shall be responsible for all fees payable in accordance with the terms and conditions and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies>

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

## TERMS AND CONDITIONS

1. These terms and conditions, together with the FE Employer Instalment Plan Terms & Conditions and the FE Fee Policy 2022-23 which can be found on Colchester Institute's website at <https://www.colchester.ac.uk/policies/#fee-policies> and [www.colchester.ac.uk/adults/payment-options/](https://www.colchester.ac.uk/adults/payment-options/) represent the entire agreement between Colchester Institute, the Employer and the student 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 all parties in writing.
2. Fees remain payable by the Employer in connection with courses provided by Colchester Institute to the students named overleaf, 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. In the event that the Employer fails to make any payment owing to Colchester Institute in accordance with this Employer Authorisation Form or the FE Employer Instalment Plan Terms & Conditions the student will be liable for the payment of all course fees in respect of any course on which they are enrolled, irrespective of whether or not they complete the course or remain in the employment of the Employer for the duration of the course.
4. If any payment is not paid in accordance with this Employer Authorisation Form or the FE Employer Instalment Terms & Conditions, Colchester Institute will pursue all unpaid debts and may inform debt collection agencies in order to recover the money owed from either the Employer or the student. Additional costs may be incurred which will be payable by either the Employer or the student.

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## FE Employer Instalment Terms & Conditions

The Colchester Institute provides a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

To use the Employer Instalment Payment Plan, you agree to the following Terms & Conditions:

1. I confirm payment of 40% or £500, whichever is lower, of the course fee has been paid in advance.
2. I confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set up of the Employer Instalment Payment Plan account.
3. I agree as the Employer I/we will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS policies) for the set up the payment plan.
4. I agree as the Employer I/we will ensure that all fees will be paid in full within 6 months of the start of the course, or if the course is less than 6 months in duration, by the planned end date of the course.
5. I understand that if I/we the Employer do not adhere to the payment schedule then I/we may be referred to a Debt Collection Agency and incur additional charges.
6. I agree as the Employer I/we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.
7. I agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
8. I understand that as the Employer I/we should contact the Finance Office immediately should a payment fail.

Telephone: 01206 712628 or 01206 712728

Email: [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk)

9. I confirm that I am authorised to sign on behalf of the Employer.

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

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

Email address \_\_\_\_\_

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**PLEASE RETURN YOUR AUTHORISATION FORM, AND THE EMPLOYER INSTALMENT PLAN TERMS & CONDITIONS USING THE DETAILS BELOW:**

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

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

**Telephone: (01206) 712555**

In compliance with current data protection law Colchester Institute will keep your personal information only as long as is necessary to fulfil the purpose for which it was collected and in accordance with our records retention schedule. Further details regarding our privacy notice can be found at:

<https://www.colchester.ac.uk/policies/website-privacy-policy-and-terms-and-conditions/>

