

## Employer/Sponsor Invoice Authorisation

This form is to be used by Employers/Sponsor who wish to confirm their intention to sponsor learners undertaking learning at Boston College for tuition and associated charges.

Name of learner .....PERSON CODE .....

Course title .....

Course code ..... Cost of course £.....

Name and address of Employer/Sponsor	Invoice address (if different)
Contact name/department for invoicing..... Telephone number..... Email address..... Purchase order reference.....	

Name and address of Company representative to receive progress reports etc

We AGREE;

1. To be responsible for ensuring payment of fees and charges for the duration of the course whether or not the learner attends regularly or leaves before the end of the course.
2. To make payment on receipt of invoice and in line with the College's terms and conditions (please turn over).

On behalf of the Employer/Sponsor ..... *(authorised signatory)*

Name of Signatory (block capitals).....

Position/Title (block capitals).....

(If different from above) Telephone no..... Email.....

## TERMS AND CONDITIONS OF TRADING

These terms and conditions apply to all debts incurred with Boston College for all courses where the learner is being sponsored by their employer or a third party.

### General

- 1 If the learner is being sponsored, the College requires written confirmation of this before the learner enrolls. Upon receipt of this confirmation an invoice will be raised and sent to the employer/sponsor. This invoice will then be due for immediate payment.
- 2 All charges are due at enrolment or upon receipt of a College invoice.
- 3 If the relationship between the learner and employer/sponsor terminates, the employer/sponsor will remain responsible for payment of all the fees.
- 4 If fees are unpaid, the College reserves the right to charge interest at a rate of 5% on the outstanding amount due.
- 5 If the debt is unpaid and recovery is made through the Courts, an additional charge will be incurred to reflect additional administration and court costs.
- 6 If fees still remain unpaid after the due date, the College reserves the right to transfer the debt to an external agency for collection whereby additional charges reflecting the cost of the recovery will be incurred.
- 7 All payments received will be offset against non-tuition fee charges in the first instance.
- 8 All fees and charges must be met in full and may not be offset against payments due from the College for services rendered.
- 9 All fees and charges are due in full, regardless of the date attendance commenced, level of attendance or non-completion of the course.
- 10 Once the course commences, all course related expenditure is due in full and is non-refundable.

### Non-payment of fees

1. Continued attendance upon a course of study is dependent upon payment of fees.
2. Non-payment of fees or failure to agree suitable terms of payment will result in:
  - Examination entries not being processed; and / or
  - Physical access to the course being denied; and / or
  - Access to work placements (forming part of the study programme) being prevented.

<u>OFFICIAL USE ONLY</u>		£		
90801	Tuition		Total Fee	£
9062	Materials		Monthly Fee	£
9081 REG	Exams		No of Instalments	
	TOTAL		1 <sup>st</sup> Instalment payment	£
			First Payment date	/ /
			Last Payment date	/ /

Cost Code \_\_\_\_\_ Invoice Number \_\_\_\_\_

Finance Staff signature \_\_\_\_\_ Date invoice sent \_\_\_ / \_\_\_ / \_\_\_

Date copy returned to Registry \_\_\_ / \_\_\_ / \_\_\_

**THIS FORM MUST BE SUBMITTED TO THE COLLEGE BY THE LEARNER  
IN ORDER TO COMPLETE THEIR ENROLMENT  
This can be emailed to [registry@boston.ac.uk](mailto:registry@boston.ac.uk)**