



TUITION FEES – PART TIME DAY/EVENING – for students with employers who are paying their fees.

The student named below has informed us that as his/her employer you have agreed to undertake responsibility for payment of his/her course fees.

Please copy and complete the statement attached (*you can also download this form from the College Website www.nwkcollege.ac.uk*) on **Company Headed Paper** arrange for it to be **signed by a person with the relevant authority to commit funds and return to the Finance Department at North West Kent College by return.**

Please note that if your company has a purchase order system we will require an order to accompany the letter.

All forms must be returned to the College at the time of the student enrolling.

Student's Name:

Course:

Amount due in respect of:

Tuition Fees:

£

Material Fees:

£

Registration Fees:

£

Exam Fees:

£

Total Due:

£

If you receive funding from any other source in respect of this student please do not complete this form but inform the College of this fact as different fee charges and procedures may apply.

North West Kent College – Payment terms and conditions:

1. Employer must complete and sign confirmation of payment of fees for student in their employ, and give to the student in order for them to enrol.
2. Purchase Order Numbers must be quoted on confirmation letter, if this is a requirement of company procedures.
3. Payment terms: on or before the first day of course.
4. If, for any reason, the invoice is processed subsequent to the commencement of the course, payment of invoice is due, by return. Delayed payment may result in the student being denied access into college, and the company will remain liable for all outstanding fees.
5. If, for any reason, the student leaves the employ of the sponsoring company or withdraws from the course for whatever reason, I/the company are still liable for the whole amount of said fees.
6. Failure to pay may result in the account being transferred to our debt collection agency. The company will be liable for all costs incurred by North West Kent College being no less than 15% of total amount outstanding.
7. Payment can be made by either:
 - Cheque – payable to North West Kent College
 - Credit Card
 - BACS payment (for bank details, please ring, in the first instance the Finance Department on 01322 629427)

To: Finance Department
North West Kent College

Date:

PAYMENT OF FEES

We (*name of company*) certify that we will be responsible for the payment of Tuition*/Materials*/Registration*/Exam Fees (**delete as appropriate*) in the sum of £.....

In respect of:

Student Name: _____

Course: _____

At North West Kent College during the 2014/15 Academic Session

Invoice Address (if different from headed paper)

Purchase Order No: (if required)

Telephone Number:

I/We have read and agree to North West Kent College payment terms and conditions

For and on behalf of:

Signed:

Please print name:

Position held in company:

Date:

North West Kent College Finance Department use ONLY			
Date received:	<input type="text"/>	Date Invoice processed:	<input type="text"/>
Invoice No:	<input type="text"/>	Finance Initials:	<input type="text"/>