

This form is to be used by Employers or Sponsors in cases where they undertake to pay Tuition fees and/or Examination/Registration fees in respect of a potential student.

Please fill in one of these declaration forms for each student prior to enrolment onto his/her course.

Under no circumstances will a student be allowed to enter a class without having completed an enrolment form and his/her sponsor completing this form or the appropriate fee being paid before the start of the course.

(PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS)

STUDENT DETAILS

Student ID No:	Student Name:	Date of Birth:
Course:	Course Code:	
	Full Fee: £	

COMPANY/SPONSOR DETAILS

Company/Sponsor Name:	Company/Sponsor Address:
Contact Name:	
Contact Tel:	
Email:	

DECLARATION

- We accept responsibility for payment of full Tuition fees and/or Examination/Registration fees for the named student and agree to be bound by the East Surrey College Terms and Conditions of Contract for the duration of the course.
- We agree that fees remain payable in connection with courses provided by East Surrey College irrespective of whether or not any individual student completes the course for whatever reason and in the case of Employers, student leave the company.

Authorised Signatory:

Signed:	Print Name:
Position:	Date:
Is a Purchase Order Number required on invoice? <input type="checkbox"/> Yes <input type="checkbox"/> No	PO Number:

The Student should bring this completed form with them to enrol on the course. Alternatively, please return this form to: Finance Department, East Surrey College, Gatton Point, London Road, Redhill RH1 2JX. Email salesledgermailbox@esc.ac.uk

TERMS AND CONDITIONS

- These Terms and Conditions represent the entire agreement between East Surrey College and the Sponsor in relation to the provision of educational services to the student named above under the terms of the guarantee given by the Sponsor. No variation in the Terms and Conditions will be effective unless agreed by both parties in writing.
- The Sponsor will discharge payment of all sums due **within 30 days** of the date of the relevant invoice.

Employer Services Use				
Confirmed Enrolment date	Enrolment confirmed by:	Course fee confirmed as quoted above by:	Completed form to finance - date:	Finance: EBS updated as EMP to pay