

## EMPLOYER/SPONSOR UNDERTAKING FORM 2019/20

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.**

If this agreement is not submitted at the time of enrolment, it must be completed within 14 days of the student enrolling; otherwise, the named student is liable for the course fees in accordance with East Surrey College Corporation's normal terms and conditions.

**(PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS)**

### STUDENT DETAILS

Student ID No:	Student Name:	Date of Birth: ___ / ___ / ___
Course:	Course Code:	
College: <input type="checkbox"/> East Surrey College <input type="checkbox"/> John Ruskin College	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 Corporation Terms and Conditions of Contract for the duration of the course.
- We understand that the above fees remain payable irrespective of whether the student ceases to be our employee or withdraws from the course.

### 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 Corporation 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