

Authority for Invoicing Fees

College form C015 2025-2026

To be completed by Employer or Managing Agent.
Please complete in **BLOCK CAPITALS** in black ink and attach to Learning agreement.

For Office Use Only

Sponsor No.

Fee Amount

Student ID No.

Fee Amount

Full Name of Student

Course Code

Course Title

Name and address of Employer/Managing Agent to be invoiced

Postcode:

Official company stamp

Purchase order number:

This form will not be recognised and will be returned if there is no purchase order number.

Email address for invoice

For the attention of

Telephone number

- I/we agree to be responsible for the registration of all course fees, as outlined in College literature, in respect of the above named student for the session **2025-2026**.
- I understand that fees are due within 21 days of invoice and undertake to make payment within this timescale. Interest will be charged at the current bank rate plus 2% per month if payment is not made.
- I confirm that the conditions below have been read and understood.

Signature

Name

Date

Position Held

Student registration/enrolment conditions in respect of Employer Sponsored Students

- The College reserves the right to alter course programmes, tutors, fees or venues without prior notice provided such alteration shall not substantially affect the course content or qualification and such alteration shall not entitle the participant to any refund of course fees paid or other compensation.
- The College reserves the right to cancel or re-arrange courses or classes at their discretion in which case the College liability shall be restricted to a refund of any fees paid to the College. In the event of cancellation of courses or classes for a reason outside of the control of the College, the College shall be under no obligation to provide any refund. In the event of any refund being made it shall be a gratuitous payment made without obligation or liability. The College will make no repayment or reduction of fee if student withdraws from the course.
- An alternative student may be substituted at any time prior to the date of commencement of the course provided the Course Leader is advised in writing in advance and provided the substitute satisfies the requirements of any entry criteria.
- The copyright in all material provided by Bath College shall (unless expressly stated or otherwise) remain vested in the College and may not be reproduced without the College's specific written consent. The Copyright of any work produced by the student as part of the course, shall remain with the College and work may be retained at the discretion of the College.
- The contents of the course are believed to be correct and to reflect the current state of the knowledge; however the accuracy is not guaranteed and the College accepts no liability for any inaccurate information which is provided.
- The College shall accept no liability for fee reimbursement/dispute resolution in the event of the student leaving the employment of the Sponsor.**