

GUILDFORD COLLEGE
AUTHORISATION TO INVOICE

Name _____
Course Title _____
Name of Company/Sponsor _____
Invoicing Address _____

Postcode _____
Purchase Order No. _____
<small>(Please supply Purchase Order Number if required. Invoices returned where a Purchase Order number has not been supplied will be applied direct to the student. Purchase Order numbers are for customer information only. We do not accept terms and conditions imposed by customer Purchase Orders unless explicitly agreed)</small>

- We agree to pay the course fees for the student named above
- We understand that once a student is enrolled on a course the full fee is payable regardless of whether the student completes the course, or the student remains in our employment.

Authorising Officer _____

Position of Authorising Officer _____

Signature of Authorising Officer _____

Date _____

Note for Employers

Please note that the College requires an authorisation to invoice for each course and for each academic year of study, and that without such authorisation the student is personally responsible for the payment of all fees.

Please return this form to:

Finance Office Guildford College Stoke Park Campus Guildford Surrey GU1 1EZ

or Fax to 01483 44 86 02

For queries please contact the finance team on 01483 44 85 26 or email: finance@guildford.ac.uk

This form is available in a larger format

Student ID:		Fees:	
Employer ID:		Date:	