



EMPLOYER / SPONSOR AGREEMENT

This form is to be used by Employers/Sponsors who wish to confirm their intention to sponsor employees/learners undertaking training at Boston College for tuition and associated charges.

Name of Employee/Learner:

Course Title and Year:

Cost of course: £.....

Name and address of Employer/Sponsor	Invoice address (if different)

Contact Name for Invoice Enquiries:

Telephone Number: Email address:

Your Purchase Order Reference:

Name and Address of Company Representative to receive progress reports etc:
<p>Email:</p>

In CONSIDERATION of you agreeing to enrol the above learner and to admit him/her to the classes associated with the course named above, this Company AGREES;

1. To be responsible for ensuring payment of fees and charges for the duration of the course whether or not the employee attends regularly.
2. Payment on receipt of invoice and inline with our terms and conditions (please turn over).
3. In the event that the employee ceases to be associated with the Company, to arrange direct with the employee for the reimbursement of the fees paid on his/her behalf.

On behalf of the Employer: *(authorised signatory not student.)*

Name of Signatory (block capitals).....

Position/Title (block capitals).....

Telephone Number Email:

TERMS AND CONDITIONS OF TRADING
With effect from 1st May 2011

These terms and conditions apply to all debts incurred with Boston College for all courses where the learner is being sponsored by their employer or a third party.

General

1. All charges are due at enrolment or upon receipt of a College invoice.
2. If the learner is being sponsored by their employer, the College requires written confirmation of this when the learner enrolls. Upon receipt of this confirmation an invoice will be raised and sent to the employer/sponsor. This invoice will then be due for immediate payment.
3. If the student subsequently ceases employment with their sponsor after enrolling on the course, the sponsor/employer will be held responsible for payment of all the fees.
4. If fees remain unpaid at the end of the term, the College reserves the right to charge interest at a rate of 5% on the outstanding amount due at this time.
5. If fees still remain unpaid after the due date, the College reserves the right to transfer the debt to an external agency for collection whereby an additional charge of £25.00 or 15% of the outstanding referred amount (whichever is the highest) will be incurred.
6. If the debt is unpaid and recovery is made through the Courts, an additional charge will be incurred. This charge will be a minimum of £95
7. The College may retain certificates of achievement until all course related fees and charges have been paid.
8. All payments received will be offset against non-tuition fee charges in the first instance.
9. All fees and charges must be met in full and may not be offset against payments due from the College for services rendered.
10. All fees and charges are due in full, regardless of the date attendance commenced or whether a student withdraws from the course.
11. Where attendances are made, all course related expenditure is due in full and is non-refundable.

Non-payment of fees

1. Continued attendance upon a course of study is dependent upon payment of fees.
2. Non-payment of fees or failure to agree suitable terms of payment will result in:
 - Examination entries not being processed; or
 - Examination certificates not being released; and / or
 - Physical access to the course being denied; and / or
 - Access to work placements (forming part of the study programme) being prevented