

INVOICING OF FEES FOR EMPLOYER SPONSORED STUDENTS

Please complete and return this form to the Enrolment Centre, Northampton College, Booth Lane, Northampton, NN3 3RF or copy/scan over by email to enquiries@northamptoncollege.ac.uk . Please note that this is an Application only and does not guarantee a place as the course may already be full.

PURCHASE ORDER NO: _____ (please attach the Purchase Order if you have one)

EMPLOYEE/STUDENT DETAILS:

FIRST NAME		Date of Birth:
SURNAME		Title: Mr Mrs Miss Other:
HOME ADDRESS POSTCODE		
TEL HOME/MOBILE	/	
EMAIL ADDRESS		
NEXT OF KIN NAME, TEL NO. & RELATIONSHIP TO ME	Name: Tel:	Relationship:
HOUSEHOLD SITUATION: Please circle	Single adult household with dependent children (Yes/No)	
NATIONALITY How long have you lived in UK?	If not EU please include a copy of your passport/visa	
ETHNIC ORIGIN Please circle the category you see yourself belonging to	<ul style="list-style-type: none"> • Asian or Asian British - Bangladeshi/Indian/Pakistani • Black or Black British - African/Caribbean/other • Chinese • Mixed - White and Asian/White and Black African/White & Black Caribbean/other • White - British/Irish/other 	
HIGHEST LEVEL OF QUALIFICATION FROM SCHOOL, COLLEGE OR UNIVERSITY GCSE English Grade achieved GCSE Maths Grade achieved	<ul style="list-style-type: none"> • Level 1 - CSES • Level 2 - 5 grades A-C at O Level/GCSE/NVQ2 • Level 3 - A Levels/BTEC National Diploma • Level 4 - HNC/HND/Degree Grade: Grade:	
DO YOU HAVE A LEARNING DIFFICULTY OR DISABILITY?	If yes, please provide more details:	
EMPLOYMENT STATUS	Number of hours worked per week:	
DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS?	Yes or No	
AREA OF STUDY CODE(S)	Please ensure you include both codes...../.....	
NAME OF COMPANY		
COMPANY ADDRESS		
TEL:	Fax:	NAME OF CONTACT PERSON:

DECLARATION: On behalf of the company named above, I confirm that we will be responsible for the payment of the course and examination fees in the respect of our employee as detailed above. I understand that the payment terms are 30 days from date of invoice, or by Direct Debit over a 3 month period for a 1 Term Course or a 10 month period for a Course lasting 2 or more Terms. Please indicate the payment method you require below:

Print Name		Position in Organisation:
Finance Contact email address		Date
We will pay an invoice within 30 days.....	Please tick here:	*If paying by Direct Debit - the separate form called: Instruction to your Bank or Building Society to pay by Direct Debit must be signed using a ball point pen and the original must be handed in/sent back to the College - Northampton College is unable to accept scanned/emailed copies
We wish to pay by Direct Debit*	Please tick here: 3 months () 10 months ()	
Signature		