

Employer's Undertaking Form

For use by employers where they undertake to pay tuition fees and/or examination/registration fees on behalf of their employees.

- 1. Fill in this form and get the person responsible for paying the fees to sign it.
- 2. Please attach the completed Undertaking Form to your Enrolment Form.

Further copies of this form are available online at **wiltshire.ac.uk**

Please complete a separate form for each employee prior to commencement of their course. Under no circumstances will a student be allowed to enter class without having completed this form and an enrollment form.

The College Finance Office will send invoices by post or email as soon as possible. Wiltshire College & University Centre's payment terms are 14 days after invoice date. It is not college policy to offer refunds or waive payment in cases where students leave before the end of the course or change employment.

Full terms and conditions of contract are available at wiltshire.ac.uk/terms_and_conditions/

Please complete this form in block capitals STUDENT DETAILS	
Mr Mrs Miss Ms Other	Date of birth D D M M Y Y Y Y
Surname	
First name	
Course Code Course Title	Course Start Date
	D D M M Y Y Y
EMPLOYER DETAILS	
Name of organisation	
Employer Address	Tel No.
	EDRS No.
Postcode	
Accounts Email Address	
If the course is 8 weeks or longer, we can send you updates on you	ir employee's progress. Please give contact details below
Name Jol	Title
Email Address	Purchase Order No
Accounts Department Contact Details	
We accept responsibility for payment of tuition fees and/or examinate bound by the Wiltshire College & University Centre Terms and Con Based Learning programme.	

Authorised Signatory

Signed	
Name Contact Tel No.	
Job TitleDateDMMYYY	