

Student Ref:

Date of Birth:

OFFICE USE ONLY  
Unique Employer Ref No.



# EMPLOYER INFORMATION FORM

PLEASE RETURN THIS COMPLETED FORM TO: Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ or email to [admissions@chelmsford.ac.uk](mailto:admissions@chelmsford.ac.uk)

Please complete using black ink in BLOCK CAPITALS.

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

I agree Chelmsford College can provide information relevant to my course to the person as detailed below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Main contact details for access to student progress:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**Fees:** I/We accept responsibility for the payment of fees as indicated below. I/We hereby acknowledge that if the student leaves his/her employment or withdraws from the course for whatever reason, I/we are still liable for the payment of fees.

This authorisation forms a contract between this company and the College.

I/We accept if the invoice is not paid by the due date additional charges will become payable by me/us.

**PLEASE TICK RELEVANT BOX (please check prospectus or internet for fees):**

- |  |  |
|--|--|
| <input type="checkbox"/> College Membership fee                  | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Tuition fee (applicable to all courses) | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Registration/Examination fees           | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Materials/Other costs                   | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Employer Contribution £_____            |  |

Official Company Stamp Required

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

## Contact details for financial purposes:

Is a Purchase Order Number required for invoicing purposes?  Yes  No Please note, invoices are printed and sent by post and must be paid in full on receipt.

If yes this must be entered before submitting this form. PO No.: \_\_\_\_\_

## Invoice address and contact details:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Are you a limited company?  Yes  No

If yes, please give details of Registered Office and Company Number: \_\_\_\_\_

Continued overleaf.

# EMPLOYER INFORMATION FORM

## (For CURRENT year only)

A further 'Employer Information Form' needs to be completed for each subsequent year.

## How to Apply and Enrol

- Complete the online application form via the College website [www.chelmsford.ac.uk](http://www.chelmsford.ac.uk) or alternatively fill in the application form that comes with this prospectus (also available from the College website) and send it back to Course Admissions as soon as you can.
- Send this signed form if required.  
Please ensure you indicate method of payment.
- You will then receive a letter of acknowledgement, followed by an invitation to attend an interview/enrolment.
- A successful interview will lead to an enrolment at this appointment.

You will need to bring the following to your interview:

- Proof of qualifications achieved specified under entry requirements
- Driving Licence, Passport or National Insurance card.
- Payment, either cash, cheque or credit card or signed Employer Information Form (if not already sent to Admissions, see Employer Sponsor Payment).

For short courses (12 weeks or less) invoicing will not be available.  
Payment will need to be made prior to the start date of the course.

## Disclaimer

The College takes great care to provide accurate information and to keep to its planned programme. It may occasionally be necessary to cancel a course, change course, change fee or other details, or to change days and times. The contents of the prospectus are for general guidance and do not form any part of a contract.

## Tuition Fee Refund Policy

### Student Withdrawal

Refunds will only be considered on courses of 24 or more weeks and if a request is made within the first two weeks of the start date of the course. All such requests should be made in writing to the Director of Curriculum.

Refunds and transfers will be subject to a £15 administration charge.  
College Membership Fees and materials levies are non refundable.

A copy of the full Fee Policy is available from Chelmsford College.

### Reports to Employers

Where appropriate consent is provided, employers who sponsor learners may be given access to reports on progress and attendance.

**Moulsham Street**  
Chelmsford CM2 0JQ

**Princes Road**  
Chelmsford CM2 9DE

**All sites Tel: 01245 265611**  
**Moulsham Street**  
**Fax: 01245 266908**  
**Princes Road**  
**Fax: 01245 346615**

**[www.chelmsford.ac.uk](http://www.chelmsford.ac.uk)**