



GRIFFITH COLLEGE

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### SPONSORSHIP INVOICE REQUEST FORM TERMS & CONDITIONS

- A Sponsorship Invoice Request Form is to be completed by a learner, where an employer/organisation is making a contribution towards a learner's fees and the employer/organisation require an invoice to be issued in their name.
- The form is only a request to Griffith College and does not constitute any binding agreement with the employer/organisation mentioned.
- Liability of all fees remain with the learner, in line with Griffith College terms and conditions applicable at point of registration and as stated below.
- The form is to be completed by the learner and returned to Griffith College. All fields are mandatory and incomplete forms will not be processed.
- If it is the case that your employer/organisation require a PO number on the invoice, the PO number must be quoted on the Sponsorship Invoice Request Form prior to submitting it to the Fees Office. You should get this number from your employer/organisation.
- The Fees Office will forward an invoice directly to the contact details for the amount entered on the Sponsorship Invoice Request Form.
- Payment is expected from the employer/organisation within 30 days of the date of invoice and prior to the learner registering on the course/programme.
- The learner must have authorisation from their employer/organisation, to instruct Griffith College, to issue an invoice to the details specified on the Sponsorship Invoice Request Form.
- The learner understands that the Sponsorship Invoice Request Form is only a request to Griffith College to send an invoice to their employer/the organisation in their name and in no way assigns liability of the learner's fees to that of their employer/organisation named on the form.
- Full responsibility for the payment of fees remains with the learner at all times.
- All correspondence from the College in relation to outstanding fees, will be issued to the learner directly.
- Where a learner withdraws or defers from their course/programme at any point, fees remain due in full to the College.
- Where fees continue to remain outstanding after commencement of a programme/course, the College reserves the right to suspend College services, not limited to, but including suspension of Moodle and access to examinations. The College may also choose to not officially register the learner with any external body if fees remain outstanding.
- The College reserves the right, at its sole discretion, to reject a Sponsorship Invoice Request Form.