



Employer's Declaration Form Session 2018/2019

Learner Details

Learner:		Date of Birth:	
Course Title:		Course Cost:	

Employer Details

Contact Name:	
Company Name:	
Invoice Address:	
Post Code:	
Email address for invoices:	
Telephone Number:	

Method of Payment

Cheque enclosed:	(Cheque number & amount)
Purchase order No for Invoicing:	If an invoice is to be raised a Purchase Order number must be quoted at all times

Please note that invoices must be paid immediately by return once received, failure to do so may result in the learner being removed from the course until payment is received.

Please return this form by either fax to **0141 630 5001** or email **finance@glasgowkelvin.ac.uk**

I can confirm that we accept responsibility for tuition fees for the learner(s) as detailed above.

Employers Signature:		Date:	
Designation:			
Official Company Stamp:			

Finance Office Use Only

Account No:		Income Code		Cost Centre	
Staff Signature:				Date:	

[For further information on the way Glasgow Kelvin College processes your information, please visit: https://www.glasgowkelvin.ac.uk/policies-procedures/](https://www.glasgowkelvin.ac.uk/policies-procedures/) and click on Privacy Notices