**Further Education (FE) Online Learners**

**All Online applicants must complete Appendix A and return to the email/address below prior to enrolment.**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Programme/Course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees** – I agree to conform to the regulations and fee policy of the College and accept liability for payment of fees.

You must make arrangements for the payment of your fees at the commencement of your course.

**Tuition fee responsibilities**

Students studying an **Online** programme must arrange to pay their fees to Myerscough College at the commencement of the course. Payment can be made online by visiting [**www.myerscough.ac.uk/payments**](file:///C:\Users\chale\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\TL4TXPAK\www.myerscough.ac.uk\payments) or by contacting the finance office on 01995 642138.

In the absence of an official letter from an employer or a sponsor indicating responsibility for the payment of your fees in full or in part, **you will be invoiced by Myerscough College for the full amount or remaining portion of your fees for the course.** It is your responsibility to ensure that, where applicable, a copy of the appropriate funding documentation - as referred to above is submitted to the College. Online students should submit the appropriate documentation to the postal or email address below.

Withdrawal from the course will be subject to the charges detailed in the Fee Policy. The policy states that; requests for a full refund (less an administration fee) will be referred to the Deputy Principal - Finance and Funding, for approval. Withdrawal requests will be considered during the first 10% or 3 weeks of each course year, after that full fees must be paid.

The full policy can be found on our College **Website** under **Further Education** then **FE Finance and Fees**.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return completed forms to**

Finance Office

Myerscough College, St Michaels Road, Bilsborrow, Preston, PR3 0RY

**Email:** [salesledger@myerscough.ac.uk](mailto:salesledger@myerscough.ac.uk)**Fax:** 01995 642137

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer Confirmation of Responsibility for Student Fees** | | | | | | | | | | | |
| **If your employer is to be invoiced for your course**, please ensure the sections below are completed and returned to the address below. | | | | | | | | | | | |
| **Student’s Name:** | |  | | | | | | | | | |
| **Course Title:** | |  | | | | | | | | | |
| **Course Start Date:** | |  | | | | **Expected Completion Date:** | | | |  | |
| **Employer/Company name:** | |  | | | | | | | | | |
| **Address:** | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | **Postcode:** |  | | |
| **Email Address:** | |  | | | | | | | | | |
| **Telephone Number:** | |  | | | | | | | | | |
| **Contact Name(Block capitals):** | |  | | | | | | | | | |
| I confirm that the above named company will pay all fees as indicated below in respect of the above named student. **Please authorise with the Company stamp and purchase order number if required.** | | | | | | | | | | | |
|  |  | | |  | | | **Company Stamp** | | | | |
|  | **Facilities and Resources Contribution** | | |  |  | |
|  | **Tuition Fees** | | |  |  | |
|  | **Residential Fees** | | |  |  | |
|  | | |  | | | | **Purchase Order Number:** | | | |  |
| **Authorised Signature:** | | |  | | | | | | | | |
| **Name (Block capitals):** | | |  | | | | | | | | |
| **Position:** | | |  | | | | | | | | |
| **Date:** | | |  | | | | | | | | |

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