

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** 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, Bilborrow, Preston, PR3 0RY

Email: salesledger@myerscough.ac.uk **Fax:** 01995 642137

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.

Facilities and Resources Contribution	<input type="checkbox"/>
Tuition Fees	<input type="checkbox"/>
Residential Fees	<input type="checkbox"/>

Company Stamp

Purchase Order Number: _____

Authorised Signature: _____

Name (Block capitals): _____

Position: _____

Date: _____

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