

# Salford City College – Employee Sponsorship Declaration

Where a learner is being sponsored by their employer to study with Salford City College, this form must be provided, fully complete, at enrolment. If this is not provided the learner will be liable for any fees arising from their enrolment, and will be billed accordingly.

<b>Employer Name:</b>			
<b>Employer Address:</b>			
<b>Employer Contact:</b>			
<b>Employee/Learner Name</b>			
<b>Course</b>			
<b>Start Date</b>			
<b>End Date</b>			
<b>Tuition Fees</b>			

<b>Evidence Provided (1 of):</b>	
Purchase Order	<input type="checkbox"/>
Training Agreement	<input type="checkbox"/>
Signed letterhead	<input type="checkbox"/>
Other (please provide details alongside)	<input type="text"/>

## Employer to Complete

<b>Position:</b>			
<b>Email Address:</b>		<b>Contact Number:</b>	
<b>Print Name:</b>		<b>Date:</b>	
<b>Finance Contact</b>		<b>Finance Contact Number</b>	
<b>Finance Email Address</b>			
<b>Signature:</b>			

<b>Purchase Order required on invoice?</b> (Tick as appropriate)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

## Learner to Complete

<b>Email Address:</b>		<b>Contact Number:</b>	
<b>Print Name:</b>		<b>Date:</b>	
<b>Signature:</b>			