Crossfields Institute Level 3 Diploma in Social Pedagogy

ORGANISATION FUNDING AUTHORISATION FORM –

FULL QUALIFICATION 2017 – 2018

**If you have stated in your application form that you will be funded by your organisation, please complete this form in Microsoft Word and return to** **g.khatun@ucl.ac.uk** **via email.**

In order for us to issue an invoice to learners/organisations we require the information requested below. By completing the fields, your organisation will agree to fund your qualification, as detailed here. **Fees must be paid in full before commencement of the course.**

The fee is £2,400 (excluding VAT) per learner for the full qualification, including the 8-day course, access to our Virtual Learning Environment and assessment. This also includes the learner registration fee of £350, which we pay to Crossfields Institute (the Awarding Organisation). The fee is payable to the centre, prior to starting the qualification.

**Learner name:**

**Line Manager:**

**Name of organisation:**

**Funding amount: £ 2,400**

**Funding Undertaking**

On behalf of the funding organisation listed above, I agree that the organisation will pay the full fees as outlined here, in line with the [Terms and Conditions](http://www.sppa-uk.org/wp-content/uploads/2016/10/Crossfields-Institute-Level-3-Diploma-in-Social-Pedagogy-Terms-Conditions-1.pdf). I accept that if this learner withdraws from the course or leaves our employment, liability for the contribution towards the course fee will remain with the funding organisation.

I confirm that I hold the position stated above and that in that capacity I have the authority to make this declaration.

I confirm that payment will be made in full before commencement of the course.

**I hereby agree to the terms and conditions stated above:**

**Date:**

**Position within Organisation:**

**Email address: Contact telephone number:**

For information on payment, please contact Gulsh Khatun (g.khatun@ucl.ac.uk) or phone **020 7612 6070**.