

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](#). 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**.