

## COMPANY SPONSORED STUDENTS' REQUIREMENTS

Thank you for your interest in studying with The CharterQuest Professional Education Institute.

If your company is making payment, they need to provide us with a **Letter confirming the payment details** set out below or alternatively a **Purchase Order**. Once we have received the letter and it meets all the below requirements, CharterQuest will allow you to continue with your studies, and grant access to course benefits whilst waiting on your company to pay. Should you wish to start classes or classes start before your company pays/commits you can opt to pay a 20% deposit on your invoice and structure a debit order payment plan. Once your company pays, all fees, towards the invoice, paid by you will be refunded back to you via the same bank account the funds came from and as part of our month-end payments. Fees due to your professional body will only be remitted upon receipt of full invoice fees from your company or from yourself.

To be eligible for this arrangement, your company letter must include the following information (1-3):

### 1. STUDENT INFORMATION:

- Student name and surname
- Course of study
- Job title
- CharterQuest Pro-forma/Tax invoice number

### 2. COMPANY INFORMATION:

- Company name
- Company VAT no.
- Physical address
- Contact number
- Duration of employment with company
- Employment type (permanent or contract position, if contract please include the date the contract ends)
- Website
- HR Managers name and signature

### 3. PAYMENT TERMS:

- The date that payment will be made
- Person responsible for company payment (name, email address and job title)

### TERMS AND CONDITIONS:

1. Should the company not pay 100% of the invoice amount, **the student will then be responsible to pay the remaining amount in full (no discounts applicable in this instance)** or balance payable via our debit order plan, which is subject to the CharterQuest [terms and conditions](#).
2. Payment should be made within 30days of CharterQuest receiving the company letter.
3. The letter must be completed by an appropriate company representative who is responsible for the payment. The letter can't be completed by the student. CharterQuest reserves the right to decline letters and additional information may be requested.