

COMPANY SPONSORED STUDENTS' REQUIREMENTS

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

If your company is making a 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 requirements below, CharterQuest will allow you to start/continue with your studies, and grant access to CQ e-Campus course benefits whilst waiting for 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 (for up to 6 months). CGMA FLP & Risk Management courses require a 60% deposit with a debit order mandate to get started with our classes. Once your company pays all fees, the invoice paid by you will be refunded to you via the same bank account from which the funds came 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. **Access to the CGMA FLP Platform will not be granted until full payment has been received**; however, with a purchase order or bursary letter, you can only get access to CharterQuest e-Campus Courses benefits if applicable while we wait for your company to make full payment.

This arrangement is only applicable to students employed by a South African Company. 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 the company
- Employment type (permanent or contract position, if contract, please include the date the contract ends)
- Website
- HR Manager's 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 for paying 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 30 days 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.