



2015 AUTHORITY TO INVOICE

For Payment of Tuition and General Service Fee

Valid for 2015
Only

Complete this form if a third party (eg. your employer or a Job Network Agency) has agreed to be invoiced for the Tuition and GSF associated with your course. No booklist items can be added to this invoice.

This form is to be completed by an authorised financial representative of the Employer / Agency.

Student details (For multiple students please complete page 2)	
Name: _____	Student ID: _____
Course Title: _____	

Employer/Agency Details	
Business Name	_____
Legal Name	_____
Postal Address	_____
	Postcode: _____
Contact Name	_____
Phone	Fax: _____
Email	_____

Employer/Agency Authority	
Purchase Order No: (if applicable)	_____
By signing this Authority to Invoice, the Employer/Agency is requesting that the institute charge and Invoice the fees agreed upon as below in relation to the specified student/s.	
<input type="checkbox"/> Fees up to and including	\$ _____
AND/OR	
<input type="checkbox"/> Will pay 100% of fees for course for the year	\$ _____

I (Employer/Agency or authorised person) agree to pay the fees as stipulated above:		
Signed: _____	Date: ____/____/____	Exp Date: 31/12/2015
Name: (please print) _____		
Position Held: _____		

Notes:
1. If a concession is being claimed, the relevant student must present evidence of that concession at the time of enrolment. If evidence is not presented a concession cannot be granted and full fees will be invoiced. Concessions do not apply to Diploma or Advanced Diploma courses, to Fee for Service courses or those not eligible for VTG funding.
2. Fees for Government funded courses are calculated in accordance with the State Government's Ministerial Direction on Fees and Charges. These are detailed on the Institute's website which can be viewed at http://www.swtafe.vic.edu.au
3. I acknowledge and give permission that; if the authority to invoice exceeds \$10,000 in value and I am a new customer that South West TAFE may seek consumer credit information in order to assess my application, if considered relevant.

Please return to:	For any assistance related to completing this form please contact: 1300 648 911		
Attention:	Email:		
South West Institute of TAFE	Fax No:	Warrnambool -	5564 8982
PO Box 674		Hamilton -	5551 4189
Warrnambool, VIC 3280		Portland -	5521 0489
		Sherwood Park -	5562 4719

