

PAYMENT ARRANGEMENTS FOR COMPANY-SPONSORED STUDENTS

Thank you for your interest in studying with The CharterQuest Institute!

If you wish to get your study materials and/or start classes before your company is able to make payment, they need to provide us with a letter confirming the payment details set out as below, or alternatively, a purchase order.

The 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:

- Date that payment will be made which should not be longer than 30 days of the date of such letter
- Person responsible for company payment (name, email address and job title)

TERMS AND CONDITIONS:

Should the company not pay 100% of the invoice amount; the student will then be responsible to pay the remaining amount in full, or via our debit order plan, which is subject to the CharterQuest terms and conditions.

The letter must be completed by an appropriate company representative who is responsible for the payment. CharterQuest reserves the right to decline letters and additional information may be requested.

Once we have received the letter and it meets all the above requirements, CharterQuest will allow you to continue with your studies, whilst waiting on your company to pay.