



## INVOICE AUTHORISATION FORM

Students are legally liable for all fees and charges associated with their enrolment at North Metropolitan TAFE, an employer or Third Party can elect to pay. Authority for Third Party Payments must be made in writing. If for any reason the employer or Third Party does not pay the outstanding fees the student will remain liable for the fees.

### COMPANY BILLING DETAILS:

COMPANY NAME:

CONTACT NAME:  CONTACT PHONE NUMBER:

ADDRESS:  EMAIL:

SUBURB:  POSTCODE:

### AUTHORITY & PURCHASE ORDER DETAILS

**PLEASE SELECT WHICHEVER APPLIES (SELECT ONE ONLY)**

All Enrolment Fees including course fees, discretionary fees and resource fees for the current enrolment

All Apprenticeship/Traineeship Fees for the **duration of the Training Contract**

Fees to the value of \$  Please insert total value you wish to contribute toward the enrolment

Any fee incurred until the end of the current year  
until specified date

PURCHASE ORDER NUMBER: (If applicable)

### STUDENT DETAILS

This authority is valid for a single student

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

OR

This authority is valid for the above student and the following students:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

SURNAME:  FIRST NAME:  STUDENT ID:  D.O.B:

### EMPLOYER PAYMENT AUTHORIZATION

**EMPLOYER ACKNOWLEDGEMENT AND AUTHORITY:** In signing this payment authority form, the employer acknowledges that they are accepting full responsibility for the payment of all fees and charges relating to the above named student's enrolment at North Metropolitan TAFE. Any rescindment of this Authority must be provided to North Metropolitan TAFE in writing and any fee incurred or invoiced prior to this rescindment authority will remain the responsibility of the Third Party

AUTHORISED STAFF:  POSITION:

SIGNATURE:  DATE:

### STUDENT AUTHORIZATION (not required for Apprentices)

**STUDENT ACKNOWLEDGEMENT AND AUTHORITY:** In signing the attached enrolment form and this payment authority form, I acknowledge and accept full responsibility for the payment of all fees and charges relating to my enrolment at North Metropolitan TAFE. The payment of enrolment fees and charges remain the responsibility of the student in accordance with North Metropolitan TAFE. I understand that the payment of enrolment fees and charges remain the responsibility of the student and that I will be responsible for any outstanding debt and any charges relating to the recovery of the debt

STUDENT NAME:  SIGNATURE:  DATE:

**All invoices generated for fees and charges will be payable within 30 days. Failure to adhere to payment terms will result in the account being sent to debt collection.**