



## FE COURSES

### EMPLOYER AUTHORISATION FORM

In compliance with current data protection law London Professional Academy (LPA) will keep your personal information only as long as is necessary to fulfil the purpose for which it was collected and in accordance with our records retention schedule.

Further details regarding our privacy notice can be found at LPA Privacy Policy (terms and conditions).

Employer's Name	
Employer's Address	
Employer's Email	

Invoices will be sent to the email address provided above.

Student's Name	Course	Total Fee

Please quote the Student ID Number (or student name & date of birth) in all instances.

#### Method of payment

Please select one of the below:

Payment within 30 days of enrolment	
Instalment	

Please note Instalment Option is subject to completion of the FE Employer Instalment Terms & Conditions. Once completed and returned LPA will contact you to set up the plan.

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## TERMS AND CONDITIONS

1. These terms and conditions, together with the FE Employer Instalment Plan Terms & Conditions and the FE Fee Policy 2024-25 which can be found on LPA's website represent the entire agreement between LPA, the Employer, and the student in relation to the provision of educational services to, and the payment by the Employer of the course fees of the students named.
2. No variation in the terms and conditions will be effective unless agreed by all parties in writing.
3. Fees remain payable by the Employer in connection with courses provided by LPA to the students named, irrespective of whether any individual student completes the course for whatever reason, and irrespective of whether the student remains in the employment of the Employer throughout the duration of each relevant course.
4. If any payment is not paid in accordance with this FE Employer Authorisation Form or the FE Employer Instalment Terms & Conditions, LPA will pursue all unpaid debts and may inform debt collection agencies to recover the money owed from either the Employer.
5. Additional costs may be incurred which will be payable by the Employer.

I, ..... (representative full name) agree on behalf of the named Employer that in consideration of LPA providing educational services for the named Course and named student(s), the Employer shall be responsible for all fees payable in accordance with the terms and conditions, the FE Employer Instalment Plan Terms & Conditions and the FE Fee Policy 2024-25 which can be found on LPA's website.

Signed	
Print Name	
Position in company	
Email	

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## FE EMPLOYER - INSTALMENT PAYMENT PLAN

### Terms & Conditions

London Professional Academy (LPA) provides Instalment Payment Plans for some of FE courses depending upon eligibility.

It uses your debit/credit card details NOT your bank details.

The terms and conditions to use FE Employer Instalment Plan are the following:

1. We confirm the Employer Authorisation Form has been agreed, signed, and returned.
2. We confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set up of the Employer Instalment Payment Plan.
3. We agree to set up the instalment payment plan within 2 weeks of the student(s) attendance.
4. We agree all fees will be paid within six months of the course start date.
5. If the duration of the course is less than six months, all fees will be paid before the planned end date.
6. We understand that if we the Employer do not adhere to the payment schedule then we may be referred to a Debt Collection Agency and incur additional charges.
7. We agree as the Employer we will provide valid card details for the set up the payment plan.
8. We agree as the Employer we will update LPA with any changes to the Employer's card details.
9. We agree as the Employer I/we will be contacted by LPA by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
10. We understand that as the Employer we should contact LPA immediately should a payment fail.

I confirm that I am authorised to sign on behalf of the Employer.

Signed	
Print Name	
Company Position	
Email	
Date	

For any queries please call: +44 203 4111 651 or email [info@londonpro.org.uk](mailto:info@londonpro.org.uk)

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