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| 1. **Company Details** |

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| --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | SIS ID *(if known)* |  |
| Company ABN |  | Company Contact Name | |  | | |
| Phone No. |  | Mobile No. |  | | Fax No. |  |
| Company Email |  | | | | | |
| Company Address |  | | | | Post Code |  |
| Postal Address |  | | | | Post Code |  |

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| 1. **Student Details** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | SIS ID |  | | Max Billing Amount |
| Qualification |  | | | | | $ |
| CITB No. |  | Contract of Training No. | | |  |
| Commencement Date |  | Final Date | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | SIS ID |  | | Max Billing Amount |
| Qualification |  | | | | | $ |
| CITB No. |  | Contract of Training No. | | |  |
| Commencement Date |  | Final Date | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | SIS ID |  | | Max Billing Amount |
| Qualification |  | | | | | $ |
| CITB No. |  | Contract of Training No. | | |  |
| Commencement Date |  | Final Date | | |  |
|  |  |  | | | **TOTAL** | $ |

*Note:*

* *Fees across multiple separate semesters will have individual invoices.*
* *If additional students need to be added please use an extra form and attach.*

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| 1. **Authorisation and Terms and Conditions** |

**The Third Party acknowledges and agrees to the terms and conditions below:**

1. The Third Party enters into this agreement with TAFESA.
2. For the avoidance of doubt, "Third Party" under this agreement includes a body corporate (e.g. company, local council. incorporated association etc), or natural person/individual (i.e. sole trader)
3. The Third Party must pay the total Student Fees within thirty calendar days of the date of the invoice from TAFESA.
4. The Third Party acknowledges that any part of the Total Student Fees detailed above, which remain unpaid after the due date on an invoice constitute a debt payable by the Third Party to TAFE SA and may be recovered, together with any associated costs, by TAFE SA in a court of competent jurisdiction. Costs incurred by TAFE SA through the use of its debt collection agency may also be added to the value of the outstanding debt being recovered.
5. Any refunds for Student Fees (or part thereof) claimed in writing by the Third Party will be determined strictly in accordance with TAFESA refunds of fees policy and any resulting refunds will be paid directly to the Third Party.
6. The Third Party must not assign or encumber any of its rights and obligations under this agreement.
7. Time is of the essence in respect of any time, date or period specified in this agreement or in any invoice issued under this agreement.
8. This agreement remains binding on the Third Party notwithstanding that the Third Party ceases its relationship with the student/s (e.g. ceases to employ or provide services to the student/s) names on this form.
9. To cancel an authority to pay fees for any student listed on this authority the Third Party must complete and submit the official TAFESA cancellation form (TAFESASIS100B). Upon receipt of the duly authorised cancellation form by TAFE SA no further invoices will be issued for that student. NOTE: All invoices issued up to the date of receipt by TAFE SA of the cancellation request remain payable by the Third Party.

**Duly authorised by:**

**Must be signed by an authorised delegate of the company.**

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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Signature:** |  | | |