

Managers Support & Study Fee Payment Form

Please complete in BLOCK CAPITALS, in black ink, or typescript.

Name of applicant		
Module/programme of study to be undertaken	No of credits	Academic Level

Part 1. Managers Authorisation - to be completed by your manager.
 This section is COMPULSORY for Yorkshire & The Humber LETB (YHLETB) and Sponsored applicants.
 If you are Self funding this section may not be applicable.

Part 2. Study Fee Payment details - please fill in the relevant section overleaf.

Part A) **Yorkshire & The Humber Local Education Training Board (YHLETB)** - if you work for a trust in the YHLETB you may be entitled to funding, this section should be completed by your Training and Development/Equivalent Department.

Part B) **Sponsored** - if your fees are being paid by an employer, a Trust outside the YHLETB or an Education Facility please complete this section.

Part C) **Self Funding** - If you are paying the fees for your study yourself or via a student loan please complete this section.

Part 1. Managers Authorisation - to be completed by Manager.
 I have discussed this application with the above named and consider it is in his/her interests to undergo this module/programme of study. **I confirm my support for the above-named to attend for the duration of the module/programme of study.**

Name (please print) _____ Job Title _____

Employing authority _____

Place of work _____

Contact No _____ Email _____

Signature _____ Date _____

Note to authorising manager - On Completion of Part 1 please forward to the relevant Training & Development department/equivalent for completion of Part 2 overleaf (Study Fee Payment Details)

Part 2. Study Fee Payment Details - Please complete relevant section

Part A) Yorkshire & The Humber LETB (YHLETB) funding:-

I verify that the person named overleaf is entitled to a Maximum funding of **120 credits** (level 4,5 or 6) or **180 credits** (level 7)

Trust Name

Print Name

Job Title

Contact Number

Email

Signature

Date

Part B) Sponsored Funding:-

Name of Sponsor in full

Contact Number

Email

Name & Address (to which invoice for payment to be sent)

Street

Town

County

Post Code

Number of credits: 120 (levels 4,5 or 6) 180 (level 7) other (please state)

I verify that the payment details are correct:

Print Name

Job Title

Signature

Date

Tel No

Email

Please provide the details of any additional sponsors if applicable

Total Agreed Payment:-

£

Official Stamp:

Part C) Self Funding:-

I confirm that I (Print Name)

am responsible for the Payment of

study fees for * credits at level * (*to be completed as appropriate)

Signature

Date

Options for payment:- you can pay your fees in full upon registration or set up a payment plan.

Payment Plan Options:

Full time study - 50% paid on registration and then 2 further payments of 25% at specified intervals.

Part Time Study - can be paid in thirds or eighths, a payment is made upon registration and then the remainder is paid at specified intervals.

TO NOTE: Should you withdraw from your study at the University of Hull, you may be liable for fees relevant to your course of study.

Please return this form to:

Admissions

FHSC

Calder Building

University of Hull

Cottingham Road

Hull, HU6 7RX