**Authority to Invoice CQI-FRM003**

Version 7 as at 11.9.14

To be completed by the Employer/Agency for payment of participant/s fees per the details below.

**ALL DETAILS MUST BE COMPLETED FOR AUTHORITY TO COMPLY WITH LEGAL REQUIREMENTS**

Single Student Authority Multiple Student Authority (Please attach list containing Student Name, Date of Birth and Qualifications)

**Student Details**

Name: Date of birth: Qualification/Course name:

Please indicate if adding additional students to pre-existing ATI **(please attach list)**

**Employer/Agency Details**

Employer/Agency name

ABN Are you registered for GST? Yes No

Physical address

Postal address

Contact name

Phone Fax

Email\*

*\*All Invoices will be emailed to the address provided*

Postcode

Postcode

**Employer/Agency Authority**

Purchase Order No: (if applicable)

*By signing this Authority to Invoice, the Employer/Agency is requesting that CQUniversity provide educational services to the Employer/Agency. To withdraw this request, the Employer/Agency must notify CQUniversity in writing.*

**Fees for duration of authority from** / / to / /

AND / OR

**Fees up to and including** $ AND / OR

**Continual basis *- For Apprentices and Trainees only\*\****

**Current students at the time of signing Agreement ONLY Current students and FUTURE students**

***\*\*This Authority acts as an ongoing request for services and will apply to all students that are officially registered to the***

***Employer/Agency***

**Fees include:** Enrolment Fees / IT Charges Other (please state) (Tuition and Materials) $

**CANCELLATIONS:** *If an apprentice/employer cancels a training contract, prior to commencement of the program, the employer may apply for refund via an approved application form.*

**I (Employer/Agency or authorised person) agree to pay the fees for this qualification/s:**

Signed : Date: / / Name: (please print)

Position:

**Please return to:**

Contract Services

CQUniversity

PO Box 135

MACKAY QLD 4740

**Email:** VET-Contract-Management@cqu.edu.au

*Personal information collected may be disclosed to third parties with your consent or as permitted or required under law. You are welcome to read our privacy statement at* [*http://www.cqu.edu.au/privacy*](http://www.cqu.edu.au/privacy)