

Crossfields Institute Level 3 Diploma in Social Pedagogy

ORGANISATION FUNDING AUTHORISATION FORM – TOP-UP & ASSESSMENT 2017 - 2018

If you have stated in your application form that you will be funded by your organisation, please complete this form in Microsoft Word and return to g.khatun@ucl.ac.uk via email.

In order for us to issue an invoice to learners/organisations we require the information requested below. By completing the fields, your organisation will agree to fund your qualification, as detailed here. **Fees must be paid in full before commencement of the course.**

The fee is £1,100 (excluding VAT) per learner for a 2-day top-up course, access to our Virtual Learning Environment and assessment. This also includes the learner registration fee of £350, which we pay to Crossfields Institute (the Awarding Organisation). This is the fee if you have already completed at least six days on a social pedagogy course with ThemPra or Jacaranda and are amongst the first 50 learners to apply. The *Scaling up Social Pedagogy* project is subsidising the first 50 learners. Your payment will therefore be processed by UCL as the lead organisation, and is payable prior to starting the qualification.

Learner name: _____

Line Manager: _____

Name of organisation: _____

Funding amount: £ 1,100

Funding Undertaking

On behalf of the funding organisation listed above, I agree that the organisation will pay the full fees as outlined here, in line with the [Terms and Conditions](#). I accept that if this learner withdraws from the course or leaves our employment, liability for the contribution towards the course fee will remain with the funding organisation.

I confirm that I hold the position stated above and that in that capacity I have the authority to make this declaration.

I confirm that payment will be made in full before commencement of the course.

I hereby agree to the terms and conditions stated above: _____

Date: _____

Position within Organisation: _____

Email address: _____ Contact telephone number: _____

Alternatively, you can make the payment through the UCL Online Store with a Debit/Credit card. Please note you will have to register your account in order to process the payment. Please visit the UCL Online Store for more information here: <http://onlinestore.ucl.ac.uk/help/>

Please contact Gulsh Khatun (g.khatun@ucl.ac.uk) or phone **020 7612 6070** if you have any further questions.