

Thank you for your interest in studying with IBTC.

If your company is making payment they need to provide us with a purchase order or letter confirming the payment details. Once we have received the letter and it meets all the below requirements, IBTC will allow you to continue with your studies, whilst waiting on your company to pay.

To be eligible for this arrangement, your company letter must include the following information:

STUDENT INFORMATION:

Student name and surname

Job title

Course of study

IBTC invoice number

COMPANY INFORMATION:

Company name

Company VAT no.

Duration of employment with the company

Employment type (permanent or contract position, if contract please include the date the contract ends)

Website

Contact number

Physical Address

HR Manager's Name and Signature

PAYMENT INFORMATION:

Invoice value and total amount the company is willing to pay towards the invoice*

Date that payment will be made **

Person responsible for company payment – name, email address and job title

*Should the company not pay 100% of the invoice amount, the student will then be responsible to pay the remaining amount in full, or via our debit order plan, which is subject to our standard terms and conditions.

**Payment should be made within 30 days of IBTC receiving the company letter.

TERMS:

The letter must be completed by an appropriate company representative who is responsible for the payment. The letter can't be completed by the student. IBTC reserves the right to decline letters and additional information may be requested. More terms and conditions online www.ibtc.co.za