



Reference Number: FIN_05_a02

Policy

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
1.0	10 August 2013	31 March 2014	Tajinder Sandhu	To new format
1.1	11 November 2013	31 March 2014	Tajinder Sandhu	To Corporate housestyle
1.2	18 September 2014	31 March 2015	Nicola Shoults	Amendments
		30 September 2016	Financial Controller	No revisions

NCC Education's invoicing policy is described below; the policy describes in detail the timing of invoices and other services as well as the content and invoice payment terms.

Invoice Timing

- Once registrations have been made on NCC Education internal systems (Connect or Compass), an invoice will normally be raised the following day. Invoices are reviewed for accuracy and content prior to distribution to centres.

Other services

- As required, credit notes will be issued on a timely basis as requested by the centre and subject to agreement of senior NCC Education staff, in accordance with Financial Authority Limits as specified in FIN_01_a01.

Invoice Content

All invoices and credit notes will include:

- invoice or credit note number
- contact name and/or centre name
- contact address or centre address
- debtor identification number
- date the invoice or credit note was raised
- description(s) of item(s) being invoiced (or credited), price, quantity, value and VAT (if applicable)
- NCC payment terms
- NCC bank details and instructions on how to pay
- NCC VAT number
- NCC contact details and company registration number.

We retain a record of all invoices and credits in accordance with statutory requirements.

Invoice Payment

- credit terms are available upon request, after the centre has met NCC Education's conditions, this may include a credit assessment
- credit terms may be withdrawn if customers do not meet NCC Education's payment terms
- payment of NCC Education fees are normally due within 30 days of the date of the invoice
- our preferred method of payment is by BACS transfer, please email remittance(s) to finance@nccedu.com
- payment must not be withheld unless NCC Education is notified in writing to the address shown on the invoice, within 14 days of receipt of the invoice, the reason for the dispute and the amounts disputed
- if there is a dispute on an invoice, all items not disputed and any other invoices must still be paid according to NCC Education's terms

- NCC Education reserves the right to refuse any new exam entries/other requests from a centre with an undisputed overdue debt, outstanding at the time the request is made.

Please email finance@nccedu.com with any queries or copy invoice requests or write to:

Finance Department
NCC Education Limited
The Towers
Tower Business Park
Wilmslow Road
Didsbury
Manchester
M20 2EZ.