



[THIS IS A LIVE EXAMPLE DOCUMENT - PLEASE DO NOT ADD PERSONAL DETAILS]

**Practical Sustainability Course
Guarantor Agreement – Paying your fee by instalments.**

This agreement is between your chosen guarantor and Shift Bristol Community Interest Company (CIC). By signing this agreement your guarantor agrees to pay any outstanding course fees on your behalf, should you become unable to do so.

Ultimately (and after all other possibilities have been exhausted) we may need to begin debt recovery proceedings and/or apply to the courts for a judgement to recover the course fees owed.

It is therefore important that the guarantor fully understands the responsibility and potential liability that they are accepting by signing this form.

Student Name	
Guarantor Name	
Guarantor Address (Must be in UK)	
Post Code -	
Landline No. -	
Email Address -	
Your relationship to the student	

Guarantor Print Name	Print Name Kizzie Fitzwilliams
Guarantor <i>Remember by signing this form you are accepting responsibility for any unpaid course fees for the student named above.</i>	Shift Bristol Coordinator
Guarantor Signature	Signature

Proof of address

Please email one proof of address on completion of this form.
It must be original and not a copy.

The following forms of proof of place of residence are accepted:

- 1) Energy provider bill - within 3 months
- 2) Bank statement – within 3 months
- 3) Tax assessment – within 12 months
- 4) Photographic ID – still valid
- 5) Mortgage statement – within 12 months
- 6) Certificate of voter registration – within 12 months
- 7) Correspondence between you and a government authority regarding the receipt of benefits (pension, unemployment benefits, housing benefits, etc.) – within 6 months

1) Utility company bills

Bills for mobile services such a mobile phone etc. are not accepted as proof of place of residence.

- Gas bill
- Electricity bill
- Water bill
- Landline telephone bill

2) Bank statement

Your bank balance and transaction details may be blacked out. However, please ensure that the following information is clearly legible:

- First name
- Surname
- Address
- Account number
- Issue date

3) Tax assessment

Uploaded tax assessments must be from the tax, financial or government authority responsible for your current home address for the verification process to be completed successfully.

- First name
- Surname
- Address
- Tax or account number
- Issue date

4) Photographic ID

- Photographic ID on which your home address is visible.

5) Mortgage statement

- First name
- Surname
- Address
- Account number
- Issue date

6) Correspondence from a government authority regarding the receipt of benefits

- Must have been issued by the government authority responsible for such benefits in the area in which you live.
- It must include your first name, surname and current home address.

7) Certificate of voter registration

- Must have been issued by the government authority responsible for voter registration in the area in which you live.
- It must include your first name, surname and current home address.