Payment Terms Form

Name:

Course: Level 6 NVQ Certificate in British Sign Language		
Payment method	**Details and Date Due** (please see the guidance notes for further details)	**Please Tick**
Payment in full	On or before Tuesday 6th October 2015	
Payment in instalments	Detailed below	
Payment by employer	Letter of confirmation due before course starts along with the deposit.	
Part payment from employer / part personal.	Letter of confirmation from employer due before the course starts with the deposit remaining amount to be arranged in instalments or paid in full.	

Payment terms for 6 instalments

Initial Assessment Fee	£50.00
Deposit due on offer of place.	£250.00
1st Payment due Tuesday 6th October 2015	£210.00 + £5.00 admin fee
2nd Payment due Tuesday 3rd November 2015	£210.00 + £5.00 admin fee
3rd Payment due Tuesday 1st December 2015	£210.00 + £5.00 admin fee
4th Payment due Tuesday 12th January 2016	£210.00 + £5.00 admin fee
5th Payment due Tuesday 9th February 2016	£210.00 + £5.00 admin fee
Registration Unit's Fee due Tuesday 15th March 2016	£225.00
Total Payable	**£1600.00** (including admin fees)

Please read the guidance notes then sign and date below

- I (print full name) **……………………….**agree to pay for my Level 6 NVQ Certificate in BSL course in total / monthly instalments (delete as appropriate).

- I have read and agree with the guidelines attached.

- I agree and understand that if I choose to leave the course that the full course amount is still payable.

- I am aware that the fees are training and assessment fees only as stated in the course details and do not include accommodation, food or refreshments.

- I agree that the £250.00 deposit and subsequent payments are non refundable.

- I agree that any late payments after the due date as detailed above will be charged at 10% over the base rate per month.

Signed _____   Date____/____/_____

Guidance notes and information

Course Fees
Refreshments are not included in the price of the course, however tea, coffee, and cold drinks will be available when possible for you to purchase.

Payment in full
If you are paying for your course in full please ensure this is paid before or on the start date of the course

Deposit
Deposit of £250 due before course commences is non-refundable.

Payment in instalments
Course payments must be made on or before the date agreed. Please ensure you are aware of when your payments are due as reminders will not be sent unless a payment is overdue and incurring a late payment charge. Please note that an administration fee of £5.00 per instalment will be applicable if paying in instalments.

Payments by employers
If your employer is paying for your course we need to have written confirmation of this before the course begins detailing the contact person and the amount payable. If we do not receive written confirmation of this it will be assumed that you are paying for the course personally and payments will be directed to you. A deposit is required to secure your place on the course. Full payment is to be made no later than 30 days after the invoice date.

Part payment by employer / part personal
Employer payment details as above. If you would prefer to pay the remainder in instalments this can be arranged, details as above.

Late payments
Late payments will incur a charge a charge at 10% over the base rate per month.

Cheques
Cheques should be made payable to BSL Training Academy. Cheques that are returned to us by the bank unpaid or are cancelled by you will incur a charge.

Please note
You must ensure that you will be able to pay for your course on time and in full before accepting your place. If at any point you wish to discuss your course payments please contact the Training Centre Administrator.

Please return your signed form to

Training Centre Administrator
BSL Training Academy
130 Kineton Green Road
Olton
Solihull
B92 7EF