

Dear Employer

Colchester Institute Instalment Payment Plan- HE Employer

We are delighted in being able to offer you, our flexible payment option of up to 10 monthly instalments for your employee's HE course (at no extra charge) using our Online Payment Gateway.

The Online Payment Gateway is a Recurring Card Payment scheme (RCP) using a debit or credit card that has been registered via the Gateway to make instalment payments.

We will contact you shortly after Registry has enrolled your employee and provide you with all the necessary information on how to register your card details in order to activate your Employer Instalment Payment Plan. (If your employee has registered for a course that is longer than one academic year, a new instalment plan will be required at the beginning of each and every year.)

Please note, in the event of a default payment, you must contact the Finance Department immediately; failure to do so may result in the instalment payment option removed and immediate payment of all outstanding fees required.

If you have any questions about the Employer Instalment Payment Plan, please contact the College's Finance Department on:

Telephone: 01206 712 840

Email: finance.dept@colchester.ac.uk