

### Colchester Institute Instalment Plan – HE Employer - Terms & Conditions

To use the Employer Instalment Payment Plan, you will need to agree to the following Terms & Conditions:

1. I confirm that the details as provided on the Employer Authorisation Form are accurate and agree for these to be used in the set up of the Employer Instalment Payment Plan account.
2. I agree for the Employer to be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
3. I agree that the Employer will use the College Online Payment Gateway to set up the Employer Instalment Payment Plan when asked to do so by Colchester Institute.
4. I agree that the Employer will adhere to the payment schedule of up to 10 monthly instalments.
5. I agree that the Employer will update the College Online Payment Gateway with any changes to the Employer's debit card or credit card details and inform the Finance Department.
6. I understand that the Employer should contact the College's Finance Department with any questions regarding payment of the Employer Instalment Plan:

Telephone: 01206 712 497

Email: [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk)

7. I understand that if the Employer does not adhere to the payment schedule the Employer may be referred to a Debt Collection Agency and may incur additional charges.
8. I confirm that I am authorised to sign on behalf of the Employer.

*Please sign inside the box:*

*Print Name:* .....

*Student Name:* .....

*Company Name:* .....

*Date:* .....