

## Terms & Conditions

The Colchester Institute provides a payment platform called RCP (Recurring Card Payment) for Instalment Payment Plans. It uses your debit/credit card details NOT your bank details.

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

1. I confirm payment of 40% or £500, whichever is lower, of the course fee has been paid in advance.
2. 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.
3. I agree as the Employer I/we will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS policies) for the set up the payment plan.
4. I agree as the Employer I/we will adhere to the payment schedule which will be determined by the course end date.
5. I understand that if I/we the Employer do not adhere to the payment schedule then I/we may be referred to a Debt Collection Agency and incur additional charges.
6. I agree as the Employer I/we will update the Finance Office at the Colchester Institute with any changes to the Employer's card details.
7. I agree as the Employer I/we will be contacted by the College by email, telephone, mobile and SMS regarding the Employer Instalment Plan.
8. I understand that as the Employer I/we should contact the Finance Office immediately should a payment fail.

Telephone: 01206 712497      Email: [finance.dept@colchester.ac.uk](mailto:finance.dept@colchester.ac.uk)

9. I confirm that I am authorised to sign on behalf of the Employer.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Position in Company \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_