

## UCC EMPLOYER – Instalment Payment Plan

### 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 25% 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 of the payment plan.
4. I agree as the Employer I/we will adhere to the payment schedule of up to 10 monthly instalments.
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 agree to contact the College's Finance Department with any questions regarding payment of the Employer Instalment Plan:

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 \_\_\_\_\_