

## UCC STUDENT – 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 Instalment Payment Plan, you agree to the following Terms & Conditions:

1. I agree to pay 25% of the course fee at the time of registration.
2. I agree to set up the instalment payment plan on the day of registration.
3. I will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS Policies) for the set up of the payment plan.
4. I confirm that my details as provided on the Registration Form are accurate and agree for these to be used in the set up of the Instalment Payment Plan.
5. I agree to ensure that all fees will be paid in full within 10 months of the start date of the course (except where the course commences after 01 January 2023, where a maximum of 6 months will apply). If the duration of the course is less than 10 months, all fees will be paid prior to the planned end date.
6. I understand that if I do not adhere to the payment schedule I may be referred to a Debt Collection Agency and incur additional charges.
7. I agree to update the Finance Office at the Colchester Institute with any changes to my payment card.
8. I understand that I should contact the Colchester Institute's Finance Office immediately should a payment fail.

Telephone: 01206 712628 or 01206 712728

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

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

Email \_\_\_\_\_

Date \_\_\_\_\_