

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 40% or £500, whichever is lower, of the course fee at the time of enrolment.
2. I agree to set up the instalment payment plan within 2 weeks of attendance.
3. I agree if I fail to set up the instalment payment within 2 weeks of attendance, all fees will become due for payment within 14 days following the expiry of the 2-week period.
4. I agree all fees will be paid within six months of the course start date. If the duration of the course is less than six months all fees are to be paid before the planned end date.
5. 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.
6. I will provide valid card details (in line with the Colchester Institute GDPR & PCIDSS Policies) for the set-up of the payment plan.
7. I confirm that my details as provided on the Enrolment Form are accurate and agree for these to be used in the set-up of the Instalment Payment Plan.
8. I agree to adhere to the payment schedule which will be determined by the end date of my course.
9. I agree to update the Finance Office at the Colchester Institute with any changes to my payment card.
10. I understand that I should contact the Colchester Institutes Finance Department immediately should a payment fail.

Telephone: 01206 712728 or 01206 712632

Email: finance.dept@colchester.ac.uk

Signed:

Print Name:

Email address:

Date: