

## **FE STUDENT – Instalment Payment Plan**

### **Terms and Conditions**

The Colchester Institute supplies 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 do not 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 course duration is less than six months, the fees will 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 added charges.
6. I will provide valid card details\*\* (in line with the Colchester Institute GDPR and PCIDSS Policies) for the set-up of the payment plan.
7. I confirm that my details as provided on the Enrolment Form are correct and agree for this information to be used in the set-up of the Instalment Payment Plan.
8. I agree to adhere to the payment schedule.
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 at once should a payment fail.

Telephone: 01206 583550 – option four.

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

Signed:

Print Name:

Email address:

Date: