

Payment Terms Form

Full Name:		
Course: LST Discipleship & Leadership Training Course 2015-16		
Payment method	Details & Date Due (please see the guidance notes for further details)	Please Tick
Payment in full	On or before Friday 27 th February 2015	
Payment in two parts (Option A)	Friday 27 th Feb 2015 & Friday 19 th Feb 2016	
Payment in instalments (Option B)	Detailed below	
Payment by church	Letter of confirmation due before course starts along with the deposit.	
Part payment from church / part personal	Letter of confirmation from church due before the course starts with the deposit remaining amount to be arranged in instalments or paid in full.	

Please choose ONE:

Option A: Payment terms for 2 instalments (one payment per year)

Deposit due of offer of place	£100.00
1 st Payment due Friday 27 th February 2015	£200.00
2 nd Payment due Friday 19 th February 2016	£200.00
Total Payable	£500.00 (including deposit)

Option B: Payment terms for 4 instalments (one payment per term)

Deposit due of offer of place	£100.00
1 st Payment due Friday 27 th February 2015	£100.00
2 nd Payment due Friday 17 th July 2015	£100.00
3 rd Payment due Friday 19 th February 2016	£100.00
4 th Payment due Friday 17 th June 2016	£100.00
Total Payable	£500.00 (including deposit)

Please read the guidance notes then sign and date below

<ul style="list-style-type: none"> I (print full name)agree to pay for my LST Discipleship & Leadership Training Course in total / monthly instalments (delete as appropriate). I have read and agree with the guidelines attached. I agree and understand that if I choose to leave the course that the full course amount is still payable. I am aware that the fees are training and assessment fees only as stated in the course details and do not include accommodation, food or refreshments. I agree that the £100.00 deposit and subsequent payments are non refundable if unable to find any replacement. I agree to make the payment on time with dates as above. <p style="text-align: center;">Signed _____ Date ____/____/____</p>
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Guidance notes and information

Course Fees

Refreshments are not included in the price of the course; however tea, coffee, and cold drinks will be available.

Payment in full

If you are paying for your course in full please ensure this is paid before or on the start date of the course

Deposit

Deposit of £100 due before course commences is non-refundable if unable to find any replacement.

Payment in instalments

Course payments must be made on or before the date agreed. Please ensure you are aware of when your payments are due as reminders will not be sent.

Payments by employers

If your employer is paying for your course we need to have written confirmation of this before the course begins detailing the contact person and the amount payable. If we do not receive written confirmation of this it will be assumed that you are paying for the course personally and payments will be directed to you. A deposit is required to secure your place on the course. Full payment is to be made no later than 30 days after the invoice date.

Part payment by employer / part personal

Employer payment details as above. If you would prefer to pay the remainder in instalments this can be arranged, details as above.

Late payments

Late payments will incur a charge a charge at 10% over the base rate per term.

Cheques

Cheques should be made payable to 'Riverside Church' with the reference of 'Word of Hands, DLT Course'. Cheques that are returned to us by the bank unpaid or are cancelled by you will incur a charge.

Please note

You must ensure that you will be able to pay for your course on time and in full before accepting your place. If at any point you wish to discuss your course payments please contact the Word of Hands Administrator.

Please return your signed form to

Word of Hands
DLT Course Administrator
130 Kineton Green Road
Olton, Solihull
B92 7EF
