



INSTALMENT PLAN AGREEMENT

Student's Reference: _____

Instalment Plan Number: _____

First Name: _____ Surname: _____

Student's Email Address: _____

Course Title: _____

Total Course Fees £ _____ Amount paid at enrolment: £ _____

The table below depicts the payment structure you will be under:

Instalment Payment	Payment Date	Amount Due £	Payment due by £
Payment on enrolment			
1			
2			
3			
Total Payment			



The Essential School of Painting

- A. For convenience we will email you a Worldpay link which you will use to make the payments on or before the due dates. This link will enable you to use either a credit or debit card to make the payments.
 - a. Please note we only take Visa, MasterCard, JCB, PayPal and Maestro payments.
 - b. Payments can be made before the due date.
- B. Please fill in the Credit or Debit Card Payers only section below. We will only use this to collect overdue payments or if you indicate to us that you would like us to automatically collect payment on the payment due date.
- C. We remind you that The ESOP Terms and Conditions and The ESOP Privacy policy apply to this agreement and by signing this document you consent that you have read said documents and consented to their application.

Declaration:

I understand by signing this agreement I enter into contract with the Essential School of Painting (The ESOP). I

- 1. Agree to pay the instalment amounts due by the payment dates outlined above.
- 2. Am committing to and will be liable to pay the total course fee as stated above, even if I need to leave the course/ do not complete the course. Any automatic payments will still continue.
- 3. Will be removed from this course (see clause 3 b. below) if I fail to pay an instalment by the payment due date(s) above or if my credit or debit card payment is declined. I will remain liable to pay the total course fee.
 - a. Please contact the school immediately you suspect you may fail to make the payment prior to the payment date.
 - b. In exceptional circumstances, if you are in arrears, it may be possible to continue with the course. This decision will be made on a case by case basis and you will need written consent from the school.
 - c. You may continue with the class once the overdue payment is met and the school has acknowledged receipt of the overdue payment



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- d. Please note if any overdue payment extends beyond three (3) months you will incur interest charges on the overdue amount at the rate of 4% per annum until full payment is made.
 - e. The ESOP reserves the right to seek legal redress and or the help of a debt collection agency. Any cost incurred for seeking legal redress or collection will be added to your overdue payment.
4. Will be prevented from enrolling onto further The ESOP courses and or access any further financial support until overdue payments are paid in full.
5. I am aware that The ESOP terms and conditions including those regarding refunds and transfers still apply to me.

I accept this instalment plan and, with reference to Clauses B and 2 above, authorise The ESOP to collect the amounts due by debiting the Credit or Debit card indicated page 3 below.

Signed (By Student) :

Date:

Signed (for The ESOP):

Date:

Please note page 4 will be destroyed in compliance with the Data Protection Act 1998 (DPA) once all payments for the course are satisfied.

Date Destroyed _____



The Essential School of Painting

Credit/Debit Card Payers Only (with reference to Clause B and 2 above)

Credit/Debit Card Number: _____

Card Holder's Name: _____

Valid From Date: ____ / ____

Card Security Number: _____

(Last 3 or 4 Numbers at back on card's signature strip)

Card Holder's Signature: _____

If student is not the card holder, please complete the following:

Address of card holder: _____

Postcode of Card holder: _____

Contact telephone number of Card holder: _____

Please note this page will be destroyed in compliance with the Data Protection Act 1998 (DPA) once all payments for the course are satisfied.