

**Agreement for Conditions of Business and Payment of Fees.**

**Name of Learner**.....

Course: Diploma in Therapeutic Counselling – Start date September 08

I confirm that I have read and agree to the terms and conditions of business, including the refund policy.

I confirm that I am aware that the deposit is non refundable and attach the payment of £360 as requested by the deadline given.

I confirm, by ticking one box below, that I agree to pay my fees in the following way:

**Option 1) Total fee payment**

Year one and two payment due on August 1<sup>st</sup> 2008 of £1600.00

**Option 2) Fee payment for year one and two separately in two instalments**

Year one payment due on 1<sup>st</sup> August £800.00  
Year two payment due on 1<sup>st</sup> August £800.00

**Option 3) Payment in 6 instalments of £270.00, by standing order only, due on the following dates:**

1<sup>st</sup> August 2008, 1<sup>st</sup> February 2009, 1<sup>st</sup> May 2009,  
1<sup>st</sup> August 2009, 1<sup>st</sup> February 2010, 1<sup>st</sup> May 2010.

I understand that in the event that I do not pay my course fees additional charges may be incurred as follows: Referral of the debt to an outside agency- £25 or 15% of the outstanding debt. If judgement is applied through the courts – minimum of £95.

I understand that the training centre may retain my certificates until all course related fees and charges have been paid and that the centre reserves the rights to offset any deposits held against outstanding fees and charges.

I confirm that my signature below clarifies that I have read and understood the conditions outlined in the offer letter and in this agreement.

**Signature of Learner**.....

**Date**