

## TUITION FEE INSTALMENT AGREEMENT FORM

|                |  |                     |  |
|----------------|--|---------------------|--|
| Full Name:     |  | Street Address:     |  |
| City:          |  | Post Code:          |  |
| Country:       |  | AAT Membership No.: |  |
| Date of Birth: |  | Contact Tel. No.:   |  |
| Email:         |  | Course Title:       | AAT Level 2 – Certificate in Bookkeeping |

### Methods of payment:

#### Bank transfer/ standing order:

Sepera College Ltd  
 HSBC Bank plc  
 Sort Code: 40-36-21  
 Account Number: 91527916

### Additional Information:

**Level 2 – Certificate in Bookkeeping (WEBINAR COURSE)**  
 Total cost paid via instalments **£600** consist of **2 Modules**.  
 Please pay monthly **£50.00** for the next **12 months**.

| Monthly Instalments | Instalment due dates              | Instalment amount due £ | Total Amount   |
|---------------------|-----------------------------------|-------------------------|----------------|
| 1                   | Start from student signature date | £50.00                  | <b>£600.00</b> |
| 2                   | Next payment                      | £50.00                  |                |
| 3                   | Next payment                      | £50.00                  |                |
| 4                   | Next payment                      | £50.00                  |                |
| 5                   | Next payment                      | £50.00                  |                |
| 6                   | Next payment                      | £50.00                  |                |
| 7                   | Next payment                      | £50.00                  |                |
| 8                   | Next payment                      | £50.00                  |                |
| 9                   | Next payment                      | £50.00                  |                |
| 10                  | Next payment                      | £50.00                  |                |
| 11                  | Next payment                      | £50.00                  |                |
| 12                  | Last payment                      | £50.00                  |                |
| 13                  | ---                               | ---                     |                |
| 14                  | ---                               | ---                     |                |
| 15                  | ---                               | ---                     |                |
| 16                  | ---                               | ---                     |                |
| 17                  | ---                               | ---                     |                |
| 18                  | ---                               | ---                     |                |

#### Please note:

You can make any number of payments, as long as they add up to the amounts specified above, by the dates above. These have to be approved by your local Finance Office. Please scan and email the form, or bring the form into your local Finance Office.

**STUDENT'S ACKNOWLEDGEMENT**

- I confirm that I am aware of the scale of fees and charges relating to my course of study and that I am in a position to meet such charges on the due dates for payment.
- I understand that I will be personally liable for any fees should my sponsor at any time fail to pay any fees and charges that are due.
- I understand that failure to pay fees may result in sanctions applied, preventing me from accessing training facilities.
- I understand that I have the obligation to participate and pay for full level, even if I pay in unit instalments.

Student Signature \_\_\_\_\_

Name (BLOCK CAPITALS) \_\_\_\_\_

**DECLARATION & DATA PROTECTION**

I understand that I have a responsibility to provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update the Training centre if any of my personal details (eg address) change. I consent for the personal information about me provided on the application and reference forms to be held, recorded and processed by Sepera. This will include information of a sensitive nature, eg ethnicity, religious belief and medical condition. I understand that the information will be treated in confidence and used internally for specific purposes as laid out in the Sepera's Data Protection Policy. My consent is conditional upon Sepera College Ltd complying with its obligations and duties under the Data Protection Act 1998.

I confirm that I have read, understood and accept the Terms & Conditions and Privacy Policy detailed on the form. I give an undertaking to abide by the rules and regulations of Sepera centre.

|              |  |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|--|--|--|
| <b>Date:</b> |  |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|--|--|--|

|                           |  |
|---------------------------|--|
| <b>Student Signature:</b> |  |
|---------------------------|--|