

# SHARLEEN COLLINS

- ACADEMY -

## PAYMENT PROCEDURE

ALL COURSES MUST BE PAID FOR IN FULL IN ACCORDANCE WITH THE PAYMENT POLICY OUTLINED IN THE ENROLMENT FORM. IF A STUDENT FAILS TO MEET THE AGREED SCHEDULE OF PAYMENT THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

1. THE STUDENT WILL BE IMMEDIATELY CONTACTED BY PHONE BY A MEMBER OF SHARLEEN COLLINS ACADEMY TEAM TO ADVISE THEM THAT THEIR PAYMENT **HAS NOT BEEN RECEIVED** AND THAT THEY HAVE **THREE WORKING DAYS** IN WHICH TO ISSUE PAYMENT. THE STUDENT WILL BE ALLOWED INTO CLASS.
2. ON THE MORNING OF THE FOURTH DAY – SHOULD THE PAYMENT NOT BE RECEIVED – **THE STUDENT WILL NOT BE ALLOWED INTO CLASS**. THE STUDENT WILL BE ISSUED WITH A FORMAL EMAIL FROM ACCOUNTS AND THEN CONTACTED BY A MEMBER OF STAFF ADVISING THEM THAT THEY HAVE A FURTHER 2 DAYS TO ISSUE PAYMENT.
3. SHOULD THE MORNING OF THE THIRD DAY ARRIVES AND THE STUDENTS STILL HAVE NOT PAID THEIR BALANCE THEN THEIR DETAILS WILL BE FORWARDED TO OUR DEBT COLLECTION FOR PAYMENT AND THE STUDENT WILL BE EXPELLED.

THE ACADEMY RESERVES THE RIGHT TO CHANGE THE COMMENCEMENT DATE OF ALL ACADEMY COURSES SUBJECT TO AVAILABILITY.

STUDENT CANCELLATIONS OF ANY ACADEMY COURSE MUST BE MADE 30 DAYS BEFORE THE COMMENCEMENT DATE. PLEASE NOTE DEPOSITS ARE NON REFUNDABLE.

FEEES ARE NOT REFUNDABLE IF THE COURSE IS INTERRUPTED BY AN ACT OF GOD OR TERRORIST ACT. IN SUCH AN EVENT, AN ALTERNATIVE COURSE DATE WILL BE OFFERED AND THE COURSE WILL BE RESUMED AS SOON AS POSSIBLE. IF A STUDENT FAILS TO COMPLETE A COURSE IF ANY REASON, **ALL OUTSTANDING FEES WILL REMAIN PAYABLE TO THE ACADEMY**. NON COMPLETION OF A COURSE WILL NOT WAIVE FEE OBLIGATIONS. IN THE EVENT OF A STUDENT NOT COMPLETING A COURSE FOR MEDICAL REASONS, WHETHER FEES REMAIN PAYABLE WILL BE AT THE FULL DISCRETION OF THE ACADEMY.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_