



Payment Plan Terms and Conditions

Heartwood offers the option of a Payment Plan to enable the courses to be more affordable for students by spreading the cost. However, due to the high volume of time and paper work involved in administering the Payment Plan, we have certain terms and conditions by which you must agree to comply.

Bank details: Heartwood Counselling and Psychotherapy Ltd

Sort Code: 30-98-69

Account Number: 28184768

1. If paying **in full**, the balance will be due 4 weeks before the course commencement date.

If paying **annually**, the first annual payment will be due 4 weeks before the date on which the course commences for each year the course runs

If paying by **monthly** payment plan, the first instalment payment will be due 4 weeks before the course commencement date. Each monthly instalment thereafter is due within the first 7 days of each calendar month, by standing order.

2. If you choose to pay by any method other than standing order (cheque/cash/bank transfer) then you must take responsibility to remember to pay within the first 7 days of each month. We do not recommend choosing to pay by means other than Standing Order, although recognise that not all students have the Standing Order facility.
3. Reminders **will not** be sent out for instalments.
4. Any payments not received will incur a late payment charge. You will receive notification that payment is late by email and given 7 days in which to make your payment. The late payment charge is £10 plus VAT per month until the payment has been made.
5. If, for any reason, you do not complete your studies you are still liable for the full cost of the course, as per section 6.2 of the Heartwood Terms of Business.
6. Any student who fails to make an instalment is in breach of the Heartwood Terms of Business. In this instance, Heartwood reserves the right to terminate the payment plan option, and invoice for the full balance of the course fees.
7. Receipts available only by request.
8. Please contact the Heartwood administrator to discuss any payment issues/difficulties as soon as possible.
9. Certificates will not be issued to any student who has not fully paid for their training.

Heartwood / Dartington Space / Dartington Hall / Totnes / Devon / TQ9 6EN

Tel: 01803 865 464 / Email: finance@heartwoodcounselling.org

www.heartwoodcounselling.org