



PAYMENT PLAN POLICY

By completing a direct debit mandate with Advanced Clinical Education Pty Ltd, you are agreeing to the following terms and conditions (please read carefully):

1. You will ensure there are sufficient funds in your selected account to accommodate your payments upon the scheduled date of collection.
2. Should a payment fail due to insufficient funds, it will be submitted to be debited the next available business day. Resubmission of the failed payment will be triggered by notification from GoCardless (this can take up to 2 business days).
3. Advanced Clinical Education Pty Ltd will allow up to 2 resubmissions of the failed payment before a \$30.00 late fee is charged.
4. You will notify Advanced Clinical Education Pty Ltd ASAP (by emailing admin@advancedclinicaled.com) should your bank account details change. If a payment plan instalment fails due to your failure to notify us, it will result in the same charging of fees outlined in point 3.
5. Payment plan instalments will fall on the same date each month (the date that is selected for the first instalment). If the instalment date falls on a weekend or public holiday, it will default to the next business day. Instalment dates cannot be changed or moved once the payment plan commences.
6. All payment plans are subject to a \$100.00 non-refundable administrative fee in addition to the cancellation fees outlined in the event cancellation policy (please see below).
7. Failure to comply with the terms of your payment plan may result in your plan being cancelled, as at the discretion of Advanced Clinical Education Pty Ltd. Cancellation fees incurred will be the same as those outlined in the event cancellation policy (please see below).