



ACE Manual Therapy Retreat Japan 2026 - Payment Plan Policy

At Advanced Clinical Education, we understand that investing in a professional retreat like our Japan 2026 event is a significant financial commitment. To make this incredible experience more accessible, we have developed a payment plan option. This Payment Plan Policy has been carefully created to be transparent and fair to all parties, outlining a clear and manageable pathway to secure your place.

This policy should be read in conjunction with the main **ACE Manual Therapy Retreat Japan 2026 - Cancellation Policy**.

1. Eligibility and Application Process

Step 1: Submit Request Form

Attendees wishing to use a payment plan must first request one via the official online form available on the ACE Manual Therapy Retreat 2026 Japan webpage.

Step 2: Receive Instruction Email from ACE

Once the request form has been submitted, ACE will send an email to the participant advising of the next steps. This email will contain two critical items:

1. A unique, single-use **discount code** that will remove 80% of the ticket cost at the online checkout.
2. A direct link to complete a **Direct Debit mandate** with our secure payment processor, GoCardless.

Step 3: Complete Registration within 24 Hours

To secure their place, the participant must complete **both** of the following actions within **24 hours** of the instruction email being sent from ACE:

1. Register for the retreat on Humanitix, apply the discount code, and pay the 20% deposit.
2. Complete the GoCardless Direct Debit mandate using the provided link.

Step 4: Expiry of Offer

If both of these steps are not completed within the 24-hour timeframe, the discount code will expire. To proceed, the participant will be required to submit a new payment plan request form.

2. Payment Structure and Fees

a) Upfront Deposit:

To secure your ticket and initiate the payment plan, an upfront deposit of **20% of the total ticket price** must be paid at the checkout. Any applicable booking fees charged by our ticketing platform, Humanitix, are payable at the time of this initial transaction and will be charged **in addition to** the 20% deposit amount. These fees are non-refundable.

b) Payment Plan Administration Fee:

A **non-refundable Payment Plan Administration Fee of \$350.00** will be added to your remaining balance after

the deposit is paid. This fee covers the administrative costs associated with managing the instalment plan and is retained in all cancellation or default scenarios.

c) Optional Add-Ons:

During registration, you may have the option to purchase add-ons (e.g., upgrading to a Premium Bento Box at the Sumo Show or adding a guest to Retreat Social Events). The total cost of any selected add-ons will be incorporated into the final ticket price **before** the 20% deposit and subsequent instalment amounts are calculated. This will result in higher payment amounts than those shown in the base reference table below.

d) Monthly Instalments:

The remaining balance will be divided into monthly instalments, as detailed in the reference table below.

3. Payment Schedule

- The standard payment plan consists of six-monthly instalments commencing in **September 2025** and concluding with a final instalment in **February 2026**.
- Instalments will fall on the same date each month (determined by the date the initial deposit is paid).
- If an instalment date falls on a weekend or public holiday, it will be processed on the next business day.
- Instalment dates cannot be changed once the payment plan commences.

4. Payment Method

- Monthly instalments are processed via our third-party payment partner, **GoCardless**.
- It is the attendee's responsibility to ensure a valid Direct Debit mandate is in place and sufficient funds are available.
- To update payment details, contact ACE administration at admin@advancedclinicaled.com at least seven (7) business days before the next payment is due.

5. Missed Payments and Default

- **Failed Payment:** If a payment fails, GoCardless may automatically re-attempt the charge. We will also notify you via email.
- **Grace Period:** A grace period of **five (5) calendar days** is granted to rectify a missed payment.
- **Default:** If payment is not received by the end of the grace period, the payment plan will be considered in **default**, and the event registration will be **automatically cancelled**.

Consequence of Default:

Upon default, the main Cancellation Policy is invoked. Any potential refund will be calculated based on the tiered penalty system from the date of default. All non-refundable fees (Payment Plan Admin Fee and Humanitix fees) will be retained.



Payment Plan Reference Table (AUD)

Important Note on Optional Add-Ons: The figures in this table represent the base ticket prices only. If you select any optional add-ons during registration, your 20% deposit and subsequent monthly instalment amounts will be higher to reflect the increased total cost.

The payment schedule and instalment amounts detailed in the table below are **exclusively applicable to payment plans where the first instalment commences in September 2025**. Attendees approved for a payment plan commencing after this date will be subject to a revised schedule with fewer, larger monthly instalments, as the full balance is required to be paid by the final due date in February 2026.

Ticket Type	Price	Upfront 20% Deposit	Remaining Balance (80%)	Balance + Admin Fee	Instalments 1-5	Final Instalment
SO1R: Cosy Room for 1 (1 Retreat Attendee)	\$5,175.00	\$1,035.00	\$4,140.00	\$4,490.00	\$750.00	\$740.00
SO1R: Standard Room for 1 (1 Retreat Attendee)	\$5,500.00	\$1,100.00	\$4,400.00	\$4,750.00	\$795.00	\$775.00
DO1R: Cosy Room for 2 (1 Retreat Attendee + 1 Guest)	\$5,465.00	\$1,093.00	\$4,372.00	\$4,722.00	\$787.00	\$787.00
DO1R: Standard Room for 2 (1 Retreat Attendee + 1 Guest)	\$5,800.00	\$1,160.00	\$4,640.00	\$4,990.00	\$835.00	\$815.00
TO1R: Standard Double for 3 (1 Retreat Attendee + 2 Guests)	\$6,415.00	\$1,283.00	\$5,132.00	\$5,482.00	\$915.00	\$907.00
QO1R: King Grand Room for 4 (1 Retreat Attendee + 3 Guests)	\$6,785.00	\$1,357.00	\$5,428.00	\$5,778.00	\$963.00	\$963.00
DO2R: Cosy Room for 2 (2 Retreat Attendees)	\$3,985.00	\$797.00	\$3,188.00	\$3,538.00	\$595.00	\$563.00
DO2R: Standard Room for 2 (2 Retreat Attendees)	\$4,150.00	\$830.00	\$3,320.00	\$3,670.00	\$615.00	\$595.00
TO3R: Standard Double for 3 (3 Retreat Attendees)	\$3,805.00	\$761.00	\$3,044.00	\$3,394.00	\$570.00	\$544.00
QO4R: King Grand Room for 4 (4 Retreat Attendees)	\$3,570.00	\$714.00	\$2,856.00	\$3,206.00	\$540.00	\$506.00