



## Registration/Payment Policy

### Microsoft Project: Dec. 2022 - Jan. 2023

To effectively book a place in the class, a down payment (payment plan option) OR the full payment of the tuition must be made PRIOR to the commencement of the program.

Once you indicate your intention to join the class your name will be added to a provisional list of participants. When your payment is made and you communicate this to the office your name will then go on the final/confirmed list of participants – ALL classes are limited in size.

#### **Payment Plan for the Microsoft Project Training - Total Tuition: \$2400.00**

First payment of the tuition (TTD \$1200.) to be paid prior to commencement of the program (refer to accompanying schedule) in order to confirm place in class; and the final payment (\$1200.) by the end of **Dec. 2022**.

#### **Payment Methods:**

**1) Tuition payments are made:**

- i. Via regular bank deposit at ANY of First Citizens Bank branches throughout the country to: Borderlink Resources Limited, Account number 1816047.  
You are required to hold on to the receipt, as it should be submitted to the Administrative staff on first day of the class.
  - ii. Cash OR Cheque (Personal or Company) but only when brought into office in San-Fernando. All Cheques should be made payable to **BORDERLINK RESOURCES LIMITED**.
-

## **Cancellation & Tuition Transfer Policies:**

- 1) Once a tuition payment is made and the student indicates decision to terminate attendance FIVE (5) working days PRIOR to commencement of the program, **an Administrative fee of TTD \$500. will be retained.**  
If the student indicates decision to terminate attendance WITHIN five (5) working days prior to commencement of the program, **all fees paid to that point will be forfeited.**
- 2) Once a student makes a *down-payment* on the tuition and opts out of the program having started, the outstanding balance is **STILL DUE** and **MUST BE PAID**. However, the individual has the option of joining another class whereby the funds paid can be credited to another cycle/intake of the **same program** falling in the **same calendar year**.
- 3) Once a student pays the *full tuition* for the program and opts out of the program having started, the individual has the option of joining another class whereby the funds paid can be credited to another cycle/intake of the **same program** falling in the **same calendar year**.
- 4) Further to points 2 and 3 as stated above, students can only transfer the tuition fees paid, once attendance was 33% or less of the contact hours/sessions from the program. The additional condition of available seats in a class will be taken into account in order to exercise this option.

## **IMPORTANT NOTE: (Applicable only to those utilizing tuition payment plan)**

- **Students failing to make final/outstanding payment of tuition TEN (10) working days subsequent to completion of relevant program will be referred to the debt collection agency for retrieval of all outstanding fees.**
- **A Debt Collection Service Charge of \$310. and INTEREST of 12.5% (VAT exclusive) of the PRINCIPAL owed will be added by the Collection Agency to the outstanding fees, once the TEN day (10) period as mentioned above has passed.**