



Registration/Payment Policy

PMI-PBA (Professional in Business Analysis)

March 2026

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 PMI-PBA Credential Program - Total Tuition: \$3800.

Returning students are given a \$300. discount on the total above.

One third of the tuition (TTD \$1300./\$1200.) to be paid **PRIOR** to commencement of the program (refer to accompanying schedule) in order to confirm place in class; another third (\$1300./\$1200.) **by the end of April** and the final third payment (\$1200./\$1100.) **by end of May.**

Payment Methods:

- i. Via regular **Bank Deposit** at any FIRST CITIZENS BANK branches throughout the country to: Borderlink Resources Limited - Account number 1816047.
Once utilizing this option scan and email the receipt.
- ii. **Fast Deposit Payment.** At any branch of FIRST CITIZENS BANK that is convenient to you, Borderlink Resources Limited - Account number 1816047
Once utilizing this option scan and email the stamped stub.
- iii. **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.
- iv. **Online Banking.** See details as follows: FIRST CITIZENS BANK,
Borderlink Resources Limited - Account number 1816047
Once utilizing this option kindly screenshot and email the transaction.

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.