

EASY PAY PLAN APPLICATION FORM

We want to make our courses and publications accessible to everyone.

The Easy Pay Plan allows you to register for courses and purchase publications now and pay later.

How does it work?

At the time of purchase, we'll need a down payment of \$50 per item. The balance of your invoice will be split equally over the next 4 months, one payment each month.

How do I pay?

To make this convenient for you we'll automatically process a payment on your VISA or MasterCard each month.

What else should I know?

- If you cancel your course registration, your initial payment will be applied toward our cancellation fee. Further charges may apply, pursuant to our cancellation policy. If you return the publication intact, your initial payment will be refunded.
- Your Easy Pay account is interest free.
- You can pay out your Easy Pay account balance without penalty at any time.

What do I do now?

Fill out the application form below and fax it back to CLEBC at 604.669.9260 or email custserv@cle.bc.ca. We will confirm by letter the status of your application as well as your schedule of payments.

SURNAME _____ GIVEN NAME _____ INITIAL _____

FIRM NAME _____ POSITION _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ FAX _____

EMAIL _____

EXAMPLE:
If you are registering for a course using the **EASY PAY PLAN** payments would be calculated as follows:

Course fee	\$ 525.00
GST	\$ 26.25
Subtotal	\$ 551.25
Initial payment	\$ 50.00*
Subtotal	\$ 501.25
4 payments of	\$ 125.31

*Amount is per item

Signed (applicant) _____ Date _____

Approved by CLEBC _____ Date _____

SHIPPING AND HANDLING

Regular mail orders in Canada: 1 item \$13; 2 items \$15;
3-5 items \$20; plus 5% GST.

COURSE NAME	LIVE/ONLINE	DATE/LOCATION	PRICE	GST (5%)	TOTAL
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PUBLICATION TITLE (BOOKS)	IN PRINT/ONLINE	PRICE	S&H	GST (5%)	TOTAL
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GRAND TOTAL

Card type VISA MasterCard

CARDHOLDER NAME _____ CARD NUMBER _____ EXPIRY DATE _____ CSC (THREE DIGIT SECURITY CODE) _____

CLEBC REFUND AND CANCELLATION POLICY

Registration fees are refundable minus a 10% cancellation fee if notice of cancellation is received no less than five business days prior to the course date. For limited enrolment courses, registration fees are refundable minus a 10% cancellation fee if notice of cancellation is received no less than ten business days prior to the course date. The 10% cancellation fee will be waived if a registration is made for another course at the time of cancellation, with the respective notice in advance of the course or workshop. CLEBC reserves the right to cancel or reschedule a course, refuse admission, or change price, speakers, location, or content. GST#122056716RT (JULY17)