PRACTICE MADE PERFECT

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 used to pay our standard $50 administration fee. 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 rjamal@cle.bc.ca. We will confirm by letter or email the status of your application as well as your schedule of payments.

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

Surname | Given Name | Initial

Firm Name | Position

Address

City | Province | Postal Code

Phone | Fax

Email | Year of call

Signed (applicant) | Date

Approved by CLEBC | Date

Shipping and Handling

Regular mail orders in Canada: 1 item $11; 2 items $13; 3-5 items $18; plus 5% GST. Regular mail orders in the U.S.: 1 item $18; 2 items $22.

✓	Course/Publication Name	Order Code #	Date/Location (courses)	Cost	S&H (books)	GST	TOTAL

GRAND TOTAL

Card type ❍ VISA ❍ MasterCard ❍ Personal Card ❍ Company Card

Cardholder name | Card number | Expiry Date

CLEBC REFUND AND CANCELLATION POLICY Course fee is refundable (less $50) if notice is received **5 business days** before the course. CLEBC reserves the right to cancel or reschedule courses, refuse admission, or change speakers, location, or content. Publications in new condition are returnable within 30 days of invoice date. GST#122056716RT (SEP09)

THE CONTINUING LEGAL EDUCATION SOCIETY OF BRITISH COLUMBIA