

### Flexible Payment Scheme Principles

We offer flexible payment schemes to support individuals to attend education and training opportunities. Below are our scheme terms:

- Payment plans are only available for courses with fees exceeding £150.
- A minimum deposit of 25% of the course fee must be paid to secure a place on the course.
- A reoccurring card payment must be set up to automate collection of payment on the required dates. Dates can be agreed in advance with our finance team at the time of booking.
- It is the responsibility of the learner to make the payment on the agreed dates.
- A further 25% (50% total) of the course fee must be paid before the course start date.
- The final 50% of the course fee must be paid 4 weeks after the course start date.
- No arrangement fee or interest is charged for paying by a flexible payment scheme.
- We reserve the right to charge 5% interest or request full payment if you fail to meet a payment instalment when due.
- Failure to pay will also result in certification not being released.
- Please refer to our [terms and conditions](#) should you need to cancel your place on the course.
- If Sport Structures cancels the course, individuals will have the option to request a full refund or transfer onto the next available course. Please note individuals will be expected to confirm with Sport Structures which option they wish to take within 10 working days of receiving the cancellation email. If this is not adhered to, Sport Structures will take no further action.