

## Flexible Payment Scheme

We offer flexible payment schemes to support individuals to attend education and training opportunities. The terms of our scheme are outlined below:

1. Payment plans are only available for courses with fees exceeding £300.
2. Payment plans only apply to individuals, not where a third party, e.g. an employer, will be paying for an individual's place on a course.
3. There are no additional charges applied for paying by a flexible payment scheme.
4. We reserve the right to charge 5% interest if an individual fails to meet a payment instalment when due.
5. Failure to pay will result in certification not being released.
6. Please refer to our [terms and conditions](#) should you need to cancel your place on the course.
7. 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.

### How it Works

8. A minimum deposit of 50% of the course fee must be paid to secure a place on the course. The option to pay 50% of the course fee, rather than the full amount, will be available on our website for all relevant courses.
9. Individuals who chose to pay 50% of the course fee initially, will then be contacted by our finance team to agree a date and set up a card payment to automate collection of the remaining balance. This must be within four weeks of the course start date.
10. If invoices are requested at point of booking, payment of these is subject to the same timescales outlined above and an individual's place on a course is not secured until 50% payment is received.
11. It is the responsibility of the learner to make the payment on the agreed dates.