

SAMPLE AGREEMENT

**LAP 5B – Instalment Plan Confirmation**

Dear

We are delighted that you have chosen to enrol at Barking & Dagenham College (BDC). You're joining an award-winning College named as the Creative & Cultural Skills Training Provider of the Year 2018 and TES Award 2018 winners for Best Teaching and Learning Initiative.

Student Name		Student Reference Number	
Date of Birth		Tuition Fee Due	£
Home Address		Exam Fee Due	£
		Miscellaneous Fee Due	£
		Instalment Fee Due	£
Post Code		Total Due	£
Course Title		Less 1 <sup>st</sup> Payment (due immediately)	£
Course Code		Balance Owing	£
Course Type		Signed in the presence of	
Course Duration		Date	

**STUDENT DECLARATION – READ IN FULL BEFORE SIGNING**

I accept that the full fee for the year is due and payable in full at the start of the course and that payment by instalments is a concession. Should I default on any instalment I understand that I will be charged a £20.00 late fee. Furthermore, failure to pay any instalment may result in me being excluded from class and legal action could be taken to recover the full debt. I understand and accept that the full fee for the entire year is payable even if I withdraw from the course and legal action will be taken to recover the full debt.

I declare that I have read the above and fully understand the agreement I have entered into. I am eighteen years of age or older and I do not require the assistance of an interpreter.

Signed ..... Date .....

Finance Opening Times			
Term Time		Non Term Times	
Finance Office	Cashiers Desk	Finance Office	Cashiers Desk
Mon – Thurs 08:45 – 16:30	Mon – Thurs 08:45 – 19:15	Mon – Thurs 08:45 – 16:30	Mon – Thurs 08:45 – 16:30
Friday 8:45 – 15:00	Friday 8:45 – 16:30	Friday 8:45 – 15:00	Friday 8:45 – 15:00

If you have any finance related queries please contact the Finance Team on 020 3667 0081 or 0203 667 0046. Your enrolment is now complete. This receipt is confirmation of your enrolment at Barking & Dagenham College. Please present this receipt at the ID card station for your ID card.

**Important Information:** Your first ID card is issued free of charge. If lost/vandalised a replacement card will cost you £5. If you misplace your ID card, purchase a new card and find the previous one, you can be refunded £4 providing you produce proof of receipt, the 'Lost' ID card and the replacement card.

Yours sincerely

The Finance Team