

a. Payment Policy – ProEducation Monthly Payment Plan

The student's parents/carers must agree in writing to the payment conditions below, in order for their child to take part in the ProEducation School. Further information about Pricing and Payment can be found in the Pro Education Plus Course Handbook or please contact the Head of School.

I _____ on behalf of my child and any other parent/carer agree to the yearly payment plan.

I _____ on behalf of my child and any other parent/carer agree to the term (11 monthly payments on set due dates) payment plan.

I acknowledge and agree to the below payment conditions and will not disrupt the below payment criteria.

Credit Card Details

The below credit card will be charged in the event the individual leaves the school without warning. Automatic fees will be charged in the event this takes place.

Credit Card provider: _____

Name on credit card: _____

Credit Card number: _____

Expiry date on Credit Card: _____

CVV number on credit card: _____

Cardholders Address on Credit Card:

Card holders phone number on the Credit Card:

Signature of individual's Credit Card:

Copy of passport attached: Yes / No

Copy of visa attached: Yes / No

Terms and Conditions

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1. A registration fee of 5,000,000rp in Primary and 6,000,000rp in all other programs needs to be paid to enrol the child.
2. If their child quits and leaves the school during the course of the year the parent must pay the fees until the end of the term even if the student quits mid term.
3. Students in serious breach of ProEducation policies will face removal from the course without refund.
4. Please note that families who pay the fees over 11 payments will incur an extra fee levy change of 10.000.000rp
5. When a payment is received late and not within the agreed timeline and set payment date, a surcharge will be added to the total outstanding amount each week. 500,000rp will be charged per week on top of the course fees.
6. A copy of transfer slip giving details of invoice number and student names should be sent to ProEducation School when the transaction is made. nora@proed.asia
7. All fees must be paid prior to the student commencing their course and net of bank charges.
8. All payments are to be made to ProEducation by cash or bank transfer, online payment link, Master Card, Visa Card and or Amex.
9. ProEducation School does not charge a surcharge for using EFTPOS facilities.
10. Our Policy states that all invoices need to be paid in advance for students to receive educational support unless otherwise discussed with the director of ProEducation Indonesia.
11. Parents are required to complete the credit card information below. If a parent leaves without notice their credit card will be card until the end of term school term.

Signature Parent/Carer 1:

Name of Parent/Carer 1:

Date: _____

Signature Parent/Carer 2:

Name of Parent/Carer 2:

Date: _____

Signature of Principal:

Date: _____

Signature of Finance Manager:

Date: _____