

### **Payment Terms and Conditions**

This payment system is provided by [*INSERT ORGANISATION NAME*] and its third party suppliers.

[*INSERT ORGANISATION NAME*] may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms.

### **Terms and Conditions**

Please read these terms carefully before using the online payment facility. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility.

Please also see Easy Payments Plus Terms and Conditions and Privacy Policy

### **All payments are subject to the following conditions:-**

Your payment will normally reach the [*INSERT ORGANISATION NAME*] account to which you are making a payment on the following working day.

We cannot accept liability for a payment not reaching the correct account due to you quoting an incorrect card number or incorrect personal details.

Neither can we accept liability if payment is refused or declined by the credit/debit card supplier for any reason.

### **Security**

All payment details which are entered through this payment gateway are encrypted when the customer, or third party making payment, enters them. Communications to and from the service provider's site are encrypted.

[*INSERT ORGANISATION NAME*] shall not be liable for any failure by the customer or third party making payment of fees to properly protect data from being seen on their screen by other persons or otherwise obtained by such persons, during the online payment process or in respect of any omission to provide accurate information in the course of the online payment process.

All cardholder information is protected and will never be passed onto any third parties

### **Service Provider**

Online payments of fees can be made by credit or debit card.

The transaction is received and validated by the Service Provider (Fee Pay Ltd). The client making the application will get an immediate notification to confirm whether or not the card validation was successful.

The funds will be transferred from your account within 48 hours.

### **Refund Policy**

Refund of payments made will be at the discretion of [*INSERT ORGANISATION NAME*]. Disputes regarding amounts paid must be made in writing to [*INSERT ORGANISATION NAME*].

Refunds, if applicable, will only be made to the debit/credit card used for the original transaction.

**Cancellation Policy**

A recurring payment can only be cancelled by agreement with [*INSERT ORGANISATION NAME*] when an alternative payment method has been agreed. To cancel a recurring payment, please contact the [*INSERT ORGANISATION NAME*].