

PAYMENT POLICY

The student's parents/ guardians must agree in writing to the payment conditions below, in order for their child to take part in learning at ProEducation. Further information about pricing and payment can be found in the ProEducation Policy Handbook.

I _____ on behalf of (child's name) _____
agree to the payment plan.

I _____ on behalf of (child's name) _____
agree to the payment plan.

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

Signature Parent/Guardian 1 :

Signature Parent/Guardian 2 :

Date :

Payment Conditions for all services at ProEducation:

1. Students in serious breach of ProEducation policies will face removal from the centre without refund.
2. All families MUST make upfront fees so that we can continue to run our business operations without restrictions.
3. When a payment is received late and not within the agreed timeline of payment plan, a surcharge will be added to the total outstanding amount each week. 150,000Rp will be charged per week on top of the course fees.
4. A copy of the transfer slip giving details of invoice number and student names should be sent to Pro Education Learning Center when the transaction is made.
5. All fees must be paid prior to the student commencing their course.
6. All payments are to be made to ProEducation by cash or bank transfer, Master Card & or Visa Card.
7. All credit card payments that are not by bank Mandiri Bank will be subject to a 3% surcharge fee on top of the fees.
8. Our Payment 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.
9. If a student has an outstanding invoice we will allow the first lesson to take place however if on the second lesson the student session card and the invoice or fee for the individual lesson is not paid the student will be refused their lessons until payment is made.
10. ProEducation is open to communication in regards to outstanding fees, however if no discussion has been had and ProEducation is owed money we have no choice but to stop the service with your child effectively immediately.