



PAYMENT POLICY

The students' parents/guardians must agree in writing to the payment conditions below. In order for their child to take part in learning at Pro Education. Further information about pricing and payment can be found in the Pro Education 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 Pro Education:

1. Students in serious breach of Pro Education policies will face removal from the center 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. IDR 150,000 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 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 Pro Education by cash or bank transfer, Master Card and or Visa Card.
7. 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 Pro Education Indonesia.
8. 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/the fee for the individual lesson is not paid the student will be refused their lessons until payment is made.
9. Pro Education is open to communication in regards to outstanding fees, however if no discussion has been had and Pro Education is owed money we have no choice but to stop the service with your child effectively immediately.

