

Course Registration Payment Options

Option 1 - Paying in Full - Upon entering your details into the registration form on the right hand side of the page, simply press the 'Pay In Full' button to the bottom left, which will direct you to the PAYPAL (PP) portal, where you will be given an option to either pay using your PP account or with a credit card (CC). Once this payment is made you will receive a confirmation email with all the course details and emailed a receipt for your payment. Please allow a minimum of three days for this to occur.

The Paypal portal does not take partial payments, so if you would like to pay a deposit, follow the steps in option 2.

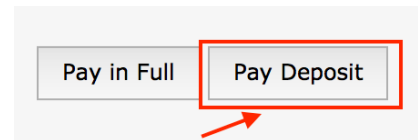
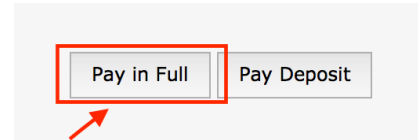
Option 2 - Paying a Deposit - If you would prefer to pay a deposit to secure your space in a course, then after filling in your details press the 'Pay Deposit' button to the bottom right.

Once you have pressed the pay deposit option, this is all you will need to do.

*Follow the same steps above and below to **pay in Full Offline**.*

You will be sent an email explaining the next steps and an invoice. You will have two options for paying your deposit, either by calling (0411 488198) or emailing (shane@upledger.com.au) to pay by CC or by direct deposit (DD) via the account details on the invoice. **When making a DD, make sure to put the invoice number as a reference in the description.**

You will have 14 days from the time of registering, to pay your deposit to confirm your space. When the deposit is received, your 'course confirmation email' will be sent to you and your invoice will be updated with the payment applied and resent to you as an 'Interim Statement'. **Please be aware, as long as the balance is received by the due date at the bottom left of your invoice, you are welcome to pay off the course with multiple payments, using either CC or DD.** Each time a payment is received, you will be sent an updated invoice with the new balance displayed. To receive the **SAVER PRICE**, the invoice must be paid in full by the due date.



Invoice Date
9 May 2018

Invoice Number
INV-3318

ABN
48 160 961 124

Due Date: 4 Apr 2018
Thank you for your deposit, you
Payments accepted by Direct De