

## Payment Plan/Promissory Note Terms and Conditions

**Please make sure you understand these terms and conditions before you complete and submit this form. By signing and submitting this form, you are agreeing to these terms and conditions.**

**FEES.** Registrant agrees

a. To pay a **\$50.00 processing fee** upon entering into this agreement and understands that an additional **\$25.00 late payment fee** will apply to payments received five (5) days after the payment's due date each month, for up to three months after the initial missed payment, with a maximum amount of \$75.00 to be collected in late payment fees.

### **FAILURE TO PAY.**

a. Registrant understands that failure to make scheduled payments and to contact FHE within ninety (90) days after the initial missed payment will result in being sent to collections.

b. Registrant's failure to repay this Agreement will result in Registrant's ineligibility to receive the Somatic Experiencing Practitioners (SEP) certificate until Registrant has paid for all outstanding debt in full. In addition to this, failure to make payments according to the payment schedule will bar Registrant from registering for additional modules.

c. FHE retains the right to deny any Registrant payment plan requests based on Registrant's past payment history with FHE.

d. Failure to repay this agreement shall be governed and executed according by the laws of the State of Colorado regardless of the place of its execution of performance. Any controversy or claim arising out of or relating to this agreement shall be settled by arbitration in the county of Boulder, Colorado, in accordance with the rules of the American Arbitration Association. Judgment upon the award may be entered in any court having jurisdiction for this transaction.

The registration hereby agrees to the following:

Registrants will agree to **complete and SIGN this Agreement and all accompanying Exhibits to set up my payment plan.** I understand that promissory notes submitted with missing information and/or signature will not be accepted.

Registrants will understand that **this Agreement constitutes my registration for the module and that I will be registered in the module as of the date of my first successful payment.** There is no need to call FHE or register- completion of this form is sufficient. An emailed receipt from FHE will be emailed once my first payment has been processed.

Registrants understand that their first payment will be charged to their credit card **within one (1) business day from when FHE receives this Agreement**. FHE does not hold promissory notes until a later date.

Registrants understand that they **will be registered for the module on the date FHE charges my credit card for the first successful payment**. After the first month's payment, payments will be deducted from their account automatically on the 15<sup>th</sup> of each subsequent month.

Registrants understand that **to qualify for the early registration price, this Agreement must be received by midnight on the date of the early registration deadline and FHE must charge the first payment on or before the early registration deadline**.

Registrants agree to pay the **\$50 processing fee for each payment plan they enter into**.

Registrants agree to make **all monthly payments via MasterCard, Visa, or Discover**. No personal checks will be accepted for payments.

Registrants understand that **SEP certificates will not be granted unless all balances are paid in full**.

Registrants understand that **only one module will be allowed per payment plan** and no optional items (i.e. case consults, lodging fees, etc) can be included.

Registrants understand that the **minimum monthly payment for a course with a tuition amount less than \$1,000 US Dollars is \$150 USD per month**. If the tuition is over **\$1,000, the minimum monthly payment they can make will be \$200 USD per month**. Registrants understand that they can elect to pay a larger amount than my monthly payment if they so wish.

**After the first month's payment, payments are taken out automatically on the 15th of each subsequent month**. If the 15th falls on a weekend or holiday, the payment will be processed on the following business day.

**We accept Visa, Discover or MasterCard only** – we do not accept American Express or checks.

**FHE cannot take payment plans over the phone**. Please do not call to set up a payment plan.

- *Tuition amounts and the Early Registration Deadline can be found by going to the Fees Tab if your Trainings Event Summary in the Training & Event Schedule and clicking on the "More Info" link associated with module.*