



# Easy Pay Plan Application Form

**We want to make our courses and publications accessible to everyone.**

The Easy Pay Plan allows you to register for courses and purchase publications now and pay later.

## How does it work?

At the time of purchase, we require a 10% down payment of the total invoice. If your invoice total is below \$500, a \$50 deposit is required. The balance of your invoice will be split equally over the next 4 months, one payment each month.

## How do I pay?

To make this convenient for you we'll automatically process a payment on your VISA or MasterCard each month.

## What else should I know?

- If you cancel your course registration, your initial payment will be used to pay our standard \$50 administration fee. If you return the publication intact, your initial payment will be refunded.
- Your Easy Pay account is interest free.
- You can pay out your Easy Pay account balance without penalty at any time.

## What do I do now?

Fill out the application form below and fax it back to CLEBC at 604.669.9260 or email [custserv@cle.bc.ca](mailto:custserv@cle.bc.ca). We will confirm by letter or email the status of your application as well as your schedule of payments.

### EXAMPLE:

If you are registering for a course using the **EASY PAY PLAN** payments would be calculated as follows:

Course fee	\$ 525.00
GST	\$ 26.25
Subtotal	\$ 551.25
Initial payment	\$ 50.00*
Subtotal	\$ 501.25
4 payments of	\$ 125.31

\*Amount is per item

SURNAME	GIVEN NAME	INITIAL
FIRM NAME	POSITION	
ADDRESS		
CITY	PROVINCE	POSTAL CODE
PHONE	FAX	
EMAIL	YEAR OF CALL	

\_\_\_\_\_  
Signed (applicant) Date

\_\_\_\_\_  
Approved by CLEBC Date

### SHIPPING AND HANDLING

Regular mail orders in Canada: 1 item \$14.30; 2 items \$17.20; 3-5 items \$21.50; plus 5% GST.

<input checked="" type="checkbox"/>	Course/Publication Name	Order Code #	Date/Location (courses)	Cost	S&H (books)	GST	TOTAL

Card type       VISA       MasterCard       Personal Card       Company Card

**GRAND TOTAL**

\_\_\_\_\_  
CARDHOLDER NAME      CARD NUMBER      EXPIRY DATE      CVD

**CLEBC REFUND AND CANCELLATION POLICY** Course fee is refundable (less 10%) if notice is received 10 business days before the course. CLEBC reserves the right to cancel or reschedule courses, refuse admission, or change speakers, location, or content. Publications in new condition are returnable within 30 days of invoice date. GST#122056716RT (DEC21)

**THE CONTINUING LEGAL  
EDUCATION SOCIETY  
OF BRITISH COLUMBIA**