

# Payment Policy

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Up-Beat First Aid and Safety requires full payment upon registration for any course.

We accept Visa, MasterCard, debit, e-Transfers, and cash. We do **not** accept personal cheques.

If you do not wish to pay for the course at the time of registration, your name will be added to the course interest list. However this does not secure your seat, and your name may be bumped if the class fills. Up-Beat First Aid & Safety Training is not responsible for notification if the class was to be cancelled for any reason.

For approved organizations and companies, we may also be able to invoice you for your staff. Payment is due no later than 30 days post invoice date. Payments received more than 30 days post invoice date are subject to late fees.

OFA Level 2, 3 and Advanced First Aid course registrants may be eligible for setting up a payment plan. This will be addressed on an individual basis. There will be a minimum of a \$500 down payment to hold your seat and collect your manuals. This down payment will go against the total cost of the course. If you should choose to cancel, or drop out of the course you must give five (5) business days notice to receive your refund. However, if the manual has been picked up, it is non-refundable at a cost of \$200.