



PAYMENT PLANS TERMS AND CONDITIONS

This Payment Plan Agreement ("Agreement") is made by and between Somatic Experiencing International ("SEI"), a Colorado registered 501(c)(3) nonprofit training and education organization having an address at PO BOX 7240, 8800 W. 116th Circle, Broomfield, CO 80021 USA and those who select the pay later payment method ("Registrant") upon registering and paying for an activity, program, webinar or conference ("Event") hosted by SEI.

By selecting the payment plan option and submitting a payment method, Registrants accept this Agreement.

By choosing the payment plan option, Registrant hereby agrees to pay:

1. A non-refundable \$100 processing fee collected in addition to the first installment during the registration process.
2. The total tuition as stated on the Event registration page at the time of initiating agreement over the course of the scheduled payment plan according to the terms and conditions outlined below.

Payment plans are available for United States-based Beginning I – Advanced II trainings (including the respective online and pre-recorded Substitute Video Training option). Review Videos, Audits, and Webinars are not eligible for payment schedules. As a non-profit, SEI is proud to be able to offer payment plans. Please note they are limited and on a first come first serve basis. If you are someone who started this training on a payment plan, but payment plans are not available when you register for your next module, please submit a support form to Registration for assistance.

Registrants can set up a plan by selecting the payment plan option during registration. Payment plans will break the registration cost into four equal monthly installments, or transaction(s). The first installment is charged during the initiation of the agreement, and the following installments will be charged on the same date for the next three months. Payment for the first installment must be received by SEI to complete registration. To make changes to the scheduled payment method or to pay off balance in full, please [contact us](#).

Registrants can have a maximum of two (2) active payment schedules at once. The payment withdrawal date of your payment schedule is determined by the date you originally opened your payment schedule. For example, opening a payment schedule on the 15th of the month will result in your monthly installments being withdrawn on the 15th of each month until the balance is paid in full. Opening multiple Payment Plans will result in multiple monthly withdrawals that may occur on separate dates depending on the date each plan was opened.

Discounts, such as scholarships or promotional sales, must be applied during the registration process and cannot be retroactively applied to any completed registration or active payment schedule. No exceptions will be made.

Payment plans do not function like a deposit system. It is the Registrant's responsibility to

ensure that payments are being made each month and to contact SEI for any missed/failed installments. Payment schedule fees are as follows:

- *\$100 Administrative fee* – This is the cost associated with opening a payment schedule and is added to the total before being split into four equal installments. This is non-refundable and still applies if the payment plan balance is paid in full at any time. This fee is charged once per payment schedule.
- *\$25 Late Payment fee* – Applied when installments are paid greater than 72 hours (about 3 days) after the due date. Max of 2 - \$50 applied to a transaction.
- *\$50 Schedule Amend fee* – this is to be applied to payment schedules SEI must re-create due to multiple failed installments. Added in conjunction with two (2) late payment fees but not to exceed \$100.
- *\$100 Cancellation fee* – Applied to payment schedules that have been cancelled/re-created two or more times. This may result in the student being asked to pay the remaining balance in full.

A payment schedule may be cancelled by the Registrant at any time. Cancelling your payment schedule must be done using our Refund/Cancellation form – also available on the Student Forms webpage and will be subject to the policies listed on the form. A payment schedule may also be cancelled by SEI when payments have been missed.

FAILURE TO PAY

Registrants understand that:

- a. After a missed/failed installment, they will receive an email informing them how to complete their payment.
- b. If they do not respond via payment to missed/failed installment emails, they will be unregistered and lose their good standing with SEI. This action will take place and a notification regarding this will be sent on the 20th day after missed/failed installment. Registrant will be required to contact SEI directly to have their good standing reinstated and regain eligibility for registration.
- c. Failure to repay this Agreement will bar Registrant from receiving their SEP Certificate until all outstanding debt has been paid in full. In addition to this, Registrant will be unable to register for additional training modules.
- d. SEI retains the right to deny any Registrant's payment plan requests.
- e. SEI retains the right to cancel registrations due to lack of payment. Attendance for modules with cancelled registration may not be counted and students may be required to retake module upon registering later. Students who lose attendance credit will also be ineligible for any offered CE Credit until registration is paid in full and attendance credit is restored.
- f. Failure to repay this Agreement shall be governed and executed according to the laws of the State of Colorado regardless of the place of its execution or 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.