

Payment Agreement

We are happy to be able to offer an interest free payment plan to participants in our Certification Program. To offset the cost of administering plans, we charge a small processing fee based on the number of months in your payment plan (*see below*). Separate payment plans are needed for the Treasure Maps retreat.

PROGRAM GUIDELINES:

Please plan to pay at least \$100 for the first payment which is due upon receipt of your payment agreement. The remainder of the cost of your class can be paid in regular monthly installments of no less than \$100 per month. Payments are due monthly on the same day each month. Please let us know your preferred payment date in the space provided below. If you have extenuating circumstances that make other arrangements necessary, please contact our office directly to discuss. We are committed to making our programs as accessible as possible.

Declined charges are assessed a \$10 fee. Be sure to update credit card information with new expiration dates or notify our office in the event that you close an account or change credit card numbers for any reason.

Please fill out two copies of this form, sign and date, and return one copy with your checks or credit card information, or fill out one copy and fax to 510-225-0990 with credit card information.

PAYMENT PLAN AGREEMENT DETAILS:

For value received, I agree to pay to the order of **Focusing Resources** the total sum of _____ (*I have added the applicable processing fee listed below*) for the **Certification Program components**. Please indicate components to include and payment schedule below. We ask that you indicate all components that you think you may want to include in your payment plan at this time. Should you later decide not to complete certification, you will not be responsible for classes in which you did not participate, however your certification fee is nonrefundable, and your commitment to pay all monies due for components you participated in remains.

PAYMENT PLAN INCLUSIONS:

- | | | |
|--|--|--|
| <input type="checkbox"/> Certification fee of \$600 | <input type="checkbox"/> Modules 1, 2 & 3 (\$575) | <input type="checkbox"/> Level 5 (\$475) |
| <input type="checkbox"/> Demonstrations of Facilitating Focusing (\$100) | <input type="checkbox"/> 6 Focusing Sessions with Ann (\$750) | |
| <input type="checkbox"/> Teachers Manual Complete (\$197 + shipping) | <input checked="" type="checkbox"/> Processing fee (\$50 for 12 months or fewer OR \$75 for 13 months or more) | |

PAYMENT SCHEDULE:

_____ now and _____ monthly on the _____ of each month for the duration of the payment plan.

PAYMENT METHOD:

- I enclose checks filled out for the dates listed.
 Please charge my credit card on the dates listed (Visa, MasterCard, or American Express)

FOR CREDIT CARD PAYMENTS:

Card number: _____ Expiration date: _____

Name of Cardholder: _____

I understand that I am committed to these payments even if I withdraw from the certification program (if my withdrawal is after the non-refundable date for a course). I further agree that in the event I am unable to fulfill the terms of this agreement, I will call Focusing Resources at 510-225-0690 and re-negotiate a new agreement.

Signature

Print Name

Date

Focusing Resources ♦ 2560 Ninth Street, Ste 315-A ♦ Berkeley ♦ CA ♦ 94710 ♦ 510-225-0690 (tel) ♦ 510-225-0990 (fax)