



This policy covers the details of paying a Gaia Education course and conditions associated with it.

What is the payment schedule?

The full amount of the course fee is paid at once before starting the course. See [cancelation policy](#).

When paying in instalments, they are paid monthly and the full value of the course is divided evenly by the number of instalments.

How do I know when to pay?

When paying in advance, please follow the instructions on how to pay on our website when registering. Use the [payment form](#) provided.

When paying in instalments, the participant will receive a reminder email each month telling them how to proceed. This occurs for the first, second, third and fourth installment.

What happens if I miss an instalment payment?

If a participant misses a payment or does not want to continue the GEDS full course anymore, the value they paid will be assessed in relation to the full price of each dimension. So in this case they will lose the Early bird discount.

If the participant has purchased a GEDS dimension and is paying in instalments, it is only possible if the last payment is due on the predicted day of the end of the course.

In both GEDS and face-to-face courses the participant will only receive a certificate if they have paid all the instalments when the course finishes.

Extra admin costs when paying in instalments:

Each installment will have a 5 GBP extra for admin cost;

What about special discounts, early bird specials etc. ?

When paying the whole sum at once, the discount will be determined on what it is on the day of the payment.

The instalments will always be based on the value Gaia Education has on the day of the first payment. For example, if there is an Early bird special, the participant will pay the Early bird divided by 4. The installments will not work with other promotions like pay 3 get 4 etc.

Other situations of possibilities should be analyzed by Gaia education team.