

Haringey NCT: Payment options



Thank you for your provisional booking for one of our events

In order to confirm your booking you will need to pay the deposit and/or fee as specified in your correspondence with the coordinator

You may pay by either PayPal or cheque.

Please note that PayPal is our preferred option as it is most secure for both parties than posting cheques, it also allows us to easily refund you if necessary.

*Whichever way you pay please ensure that you have received your **booking reference** from the event coordinator as we will not be able to process your booking if payment is made without the correct reference.*

By PayPal

You will need a PayPal account to use this option.

Accounts are free to set up and use and all the information can be found at www.paypal.co.uk

Pay to account name treasurer@haringeynct.org

and add **£0.50** transaction fee

(Select Purchase of Services when asked)

Please see overleaf for detailed instructions

By Cheque

Please send your cheque made payable to **Haringey NCT** to

Zen Edwards, Treasurer

Haringey NCT

46c Mount View Road

London N4 4HX

with your booking reference clearly written on the reverse of the cheque

Refunds

Please let us know as soon as possible if you are no longer able to take part in our event so that we can try to allocate your place to someone else. If you cancel:

- The transaction fee is non refundable.
- No refund can be given if cancelling within 4 weeks of the event date.
- 50% of the fee (excluding the transaction fee) will be refunded if cancelling within 6 weeks of the event date.
- A full refund (excluding the transaction fee) will be given if cancellation is more than 6 weeks before the event date

1. Log in to your existing PayPal account
2. Select **Send Money** from the menu bar along the top of the screen

[Log Out](#) | [Help](#) | [Safety Advice](#)

PayPal

My Account | **Send Money** | Request Money | Merchant Services | Auction Tools | Products & Services | Help

Overview | Add Funds | Withdraw | History | Resolution Centre | Profile

My Account | **Send Money** | Request Money | Merchant Services

Pay Anyone | Pay for eBay Items

Send Money

You can pay for goods and services or send money to friends and family.

To (Email address or mobile phone number)

NCT-Haringey 578 is a registered PayPal user.

Amount

Purchase | Personal

This is a purchase of:

Goods eBay Items

Services

3. enter: treasurer@haringeynct.org in the **To** field
4. enter the amount of your deposit or fee PLUS the 50p transaction fee
5. select purchase of services in the last box
6. click Continue
7. you will then be prompted to review your payment, check that the email address and amounts are correct then scroll down to the section marked Email to recipient (optional)

8. Enter your booking reference as the email subject (see example below)

My Account | Send Money | Request Money | Merchant Services | Auction Tools

Pay Anyone | Pay for eBay Items

send money secure transaction

Review your payment and send

Please check the following information before continuing.

Description	Amount	
Payment To treasurer@haringeynct.org	£1.00 GBP	Change

[Apply coupon/gift voucher](#)

Your total charge: £1.00 GBP

Send Money

Payment Method

Instant Bank Transfer: ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ £1.00 GBP
PayPal will use Visa/Delta/~~XXXXXXXXXXXXXXXXXXXX~~32 to fund this transaction if your bank does not have enough funds.

[Change](#)

Postal Address

No Postage Required

[Change](#)

Email to recipient (optional)

Subject:

Message:

46 characters entered - 300 maximum

Send Money

9. Click Send Money

10. Your booking is now complete