

INTERNATIONAL PAYMENT POLICY

Initial Payment

Along with submission of a signed and completed on-boarding document, if the client is not using the student purchase payment method, they will be required to provide the estimated usage (number of student registrations per service) for their initial testing period. The client will then be issued an invoice that must be paid in full before services will be activated.

Payment Methods

Clients have three options for payment:

- **Activation Codes.** Clients may elect to purchase activation codes and distribute them to their students as needed. With this method, the client will determine their estimated usage and order activation codes as needed for each service, then distribute the codes to their students. Upon receipt of an order, Peregrine Finance will issue an invoice via email. The order will be fulfilled by Peregrine's Client Engagement Team via email within 24-48 hours of payment confirmation. Activation codes do not expire but are non-refundable.
- **Student Purchase.** Clients may elect to have services purchased directly by their students. With this method, students will be asked to pay with a credit card during the registration process.
- **Payment on Account.** Clients may elect to be invoiced. With this method, the client will determine their estimated usage and provide that information to PGS. Peregrine Finance will then issue the client an invoice by email that must be paid in full before student registrations for services will be allowed. Upon receipt of payment, Peregrine Finance will apply the funds to the client's account. As services are rendered and invoices are issued, charges for services will be deducted from the balance on the client's account. Any unused balance for estimated services may be applied to other same type services but is non-refundable.

Client Responsibility

If the student purchase payment method is not used, the client is responsible to track their available balance on account or in their activation code inventory. When their balance is low, the client shall provide PGS with an estimate of anticipated usage, or an order for activation codes, in advance of their estimated start date for additional services. Peregrine Finance will issue an invoice and, if payment is not received prior to the client's estimated start date for additional services and the balance on their account is exhausted, student registrations will be disallowed.

Payment of Invoices

- **Electronic Wire Transfer.** Clients may wire transfer funds for payment of invoices. Instructions for wire transfer are included with the electronic invoice.
- **Credit Card Payment.** Clients may pay online with a credit card directly from the electronic invoice. A 3% fee will be applied when payment is made with a credit card.



Service Hold

If the client's services are not student purchase and the client does not have a balance on account, student registrations for services will be disallowed. Likewise, if the client does not have available activation codes to distribute to students, students will be unable to register. However, so long as there is not a delinquent balance owed, the client will always have access to the client admin database to utilize their data and run reports.

Dated this 30th day of March, 2021.



Matthew J. Ramey
Chief Financial Officer
Peregrine Global Services