
Cycle Confident Driver CPC Uploads Delayed Upload Request

Payment of non-funded Driver CPC course fees (including VAT and upload) must be made when registering online. The total should be paid through the online payment facility at least 24h before the course start date.

For funded Driver CPC courses where drivers will only incur an upload fee (when requested), **drivers must pay the upload fee upon registration through the online payment facility.**

If a driver, or their employer, has not been able to make a payment online, Cycle Confident will offer, at its discretion, the possibility for the driver or their employer to make alternative payment, by the following methods:

- Cash payment on the day.
- Card payment over the phone within 24h of the course completion date.

Delayed upload request

If you/your driver have not paid for the upload within 24h of the course completion date you will need to request a delayed upload in writing.

**You must send the Delayed Upload Request form to:
dcpc@cycleconfident.com.**

Delayed uploads that were not requested or paid at the time of booking will incur a £20.00 administration fee, as well as the £9.25 upload fee.

Cycle Confident will issue an electronic receipt for payment. An invoice will only be sent if requested via email to dcpc@cycleconfident.com, stating the booking reference, trainee name, course date, course location, and license number.

Your driver can check if their hours have been uploaded by checking on

<https://www.gov.uk/check-your-driver-cpc-periodic-training-hours>

**Cycle Confident Driver CPC Uploads
Delayed Upload Request form**

DRIVER DETAILS - REQUIRED INFORMATION	
Company	
Driver name	
Booking reference	
Course attendance date	
Course venue	
Driving Licence Number	

CARD DETAILS FOR PAYMENT	
Contact person	
Contact number – direct line	
Email address for invoicing	
(We will call you to confirm the billing address, card number, expiry date and the security code)	

_____ No delayed uploads will be processed without payment _____