
Cycle Confident Driver CPC Uploads Payment Procedures for Online Bookings

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 48h 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.

Cash payment on the day

- The driver may pay the upload fee of £8.75 upon registration if requested by their employer and agreed by Cycle Confident.
- The classroom instructor and the driver will both sign the Payment Register form, to confirm the transaction.
- Cycle Confident will issue a JAUPST approved certificate as confirmation that the payment has been made and the upload has been processed to all drivers who have completed 7 hours of training.

Card payment over the phone

- The driver or their employer must call Cycle Confident within 24h of the course completion date on 02030316730.
- As well as their Credit or Debit Card details the following information will be requested: the trainee name, booking reference, course date and course location.

Cycle Confident will issue an invoice if requested via email to dcpc@cycleconfident.com, stating the booking reference, trainee name, course date, course location, and license number.

If the payment has not been completed within 48h of the course completion date Cycle Confident reserves the right not to process the upload.