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**Payment Policy 2023**

1. Classes are paid for via bank transfer. We are a cashless school.
2. You will be invoiced for your child’s lessons in the last week of every half term.
3. Classes are paid for in half term blocks. You cannot pay weekly or split the bill into two halves.
4. Classes are paid for in half term blocks. Which are 6 or 7 weeks long.
5. Fees are non-refundable if you have to miss a class.
6. Classes must be pre booked and pre-paid. I do not accept walk-ins.
7. Classes run during term time only. All dates can be found on the school calendar. The calendar is on the school website but will also be emailed out to parents.
8. Class fees are always due on the Sunday before your child starts a new term of dance. The exact dates can be found on the school calendar. Failure to meet this deadline will result in a late fee charge.

**Late Fee Charge**

Unfortunately, due to a large amount of payments not been paid on time, on a regular basis I will be introducing a late fee from the 1st September 2023. Please see details below:

* If your child’s invoice is not paid by the deadline a reminder email will be sent.
* If payment is not made within 48hours of the reminder email a 5% late fee will be added to your invoice for every week the fees are late.
* Failure to make payment will result in services been withdrawn.

**Cancellation Period**

If your child wishes to leave the dance school a month’s notice in writing is required, otherwise you will still be invoiced. This is also the same if your child wishes to change class. If you wish for your child to leave for a period of time and return, please note I cannot keep your child’s place open for them. However, I would do my best to find them a suitable or similar class on their return.