



# Invoicing and Class Registration Policy 2023 - 2024

Issue No: 17

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Renewal: Aug 2024

Responsibility: Principal Samantha Bell, Business Administrator  
Ruth Panton

## **Invoicing / Class Registration Policy September 2023**

New joiners may pay for classes weekly until the issuance of the next set of invoices at the beginning of every half-term period, at which point fees must be paid in advance.

All invoices are to be paid within 2 weeks of issue. After 2 weeks from issue date, all invoices will incur a £2 administration fee for each subsequent 2 week period it remains unpaid. Invoices for class tuition fees need to be paid as a priority over private lessons. By outstanding invoices we mean those that are not paid in full by their specified due date. Overdue invoices amounting to over £500 per pupil will result in private lessons being revoked from pupils until the balance is brought back below £500. Once the balance is brought back below £500, private lessons can resume.

All masterclasses, holiday camps, competition entries and exams must be paid for in full prior to participation.

Overdue invoices amounting to over £1000 will result in timetabled classes also being reduced / stopped until balances are brought back in line. The principal will make arrangements to discuss this matter with you if the situation arises.

Any account balance remaining unpaid after 12 weeks of issue may be pursued via the legal system.

Special arrangements for payment can be discussed upon appointment.

All invoices including terms fees, exam fees, competition fees, holiday fees, workshop fees, YBTC fees, Evolve fees, College fees, DDE fees etc are taken into consideration when looking at the account balance per pupil.

### **Class Registration**

4 full weeks written notice is required to withdraw from a class once in the invoicing system, otherwise payment will be due for 4 weeks of classes whether attended or not. It is therefore imperative you make us aware of any class changes in advance of each new half term so we can ensure registers are up to date and will be invoiced correctly.

Reimbursements cannot be given for lessons missed, although the Principal reserves the right to deal exceptionally with cases of prolonged and continued ill health. Similarly, if a period of absence occurs during term time, we are unable to deduct from the invoice regardless of notification.

Existing customers can trial new classes on a temporary basis on a PAY AS YOU GO basis for up to 3 weeks. Payment needs to be made to reception on the day of the class.

If pupils are absent from classes because they are away during our term time they are invited to attend alternative classes in lieu during the following 2 week period. This would include the same class on another day of the week or an entirely new genre, but not the class that they are already registered in. (with the possible exception of show term, when the two classes may be working on completely different show routines).