

Payment of Fees Policy

'The Joanne Banks Dancers' is a small, local business. In order to maintain a high standard of vocational education in dance and the performing arts, and to keep our charges reasonable, we rely on our customers and pupils to pay their class fees on time. We would like all our customers to read and adhere to our 'Payment of Fees Policy' as follows:

- The academic year will run for three terms: Winter Term (late August to mid December), Spring Term (early January to March/April depending on when Easter falls) and Summer Term (March/April till late July).
- The studio will be closed for holidays for two weeks at Christmas, one week at Easter and for five weeks in the Summer when no classes will take place.
- Classes will run during school half terms in October, February and June and all Monday classes will run on Bank Holidays unless they fall during our holiday closures.
- All customers will receive an invoice via email or in the post, at least two weeks before the start of a new term. Fees for the term **must** be paid by the due date, which will be the date immediately before the term start date.
- We offer the facility for all established pupils to pay their class fees for the term in two equal instalments before the start of the term and at the mid point of the term. All pupils are welcome to pay the full amount of their class fees before the start of the term.
- An administration fee of £5 will be added to all fees that are not paid within the week they are due.
- If you chose to pay in two instalments then you **must** pay the 2nd instalment on time. This is a goodwill gesture on behalf of The Joanne Banks Dancers and customers who abuse this will be asked to pay for the following term in full and up-front.
- In the week before the 2nd instalment of fees is due notices will be placed around the studio reminding all fee payers that fees are due.
- If fees remain outstanding by the second week of term then pupils will be asked to sit-out of classes until all overdue fees have been paid in full.
- In order for all classes to be properly planned and organised we ask that all students who wish to 'drop' one of their classes please give a terms notice by filling in a form at reception. You will be asked to pay for the following term if you do not give us sufficient notice.

Thank you in advance for adhering to these rules with regard to payment of class fees and notice for classes.