

CENTRAL SCHOOL OF DANCE & DRAMA

PAYMENT TERMS AND CONDITIONS

- Receipt of remittance will acknowledge consent of all Terms and Conditions listed below.
- Please note that payment of your invoice indicates your permission to allow photographs to be taken of your child during classes or performances which may be placed on our website. If you wish your child to be excluded from these please inform us in writing.
- Please note that if you wish to withdraw your child from lessons then we require one term's notice so that we can offer that place to a student on our waiting list.
- Please inform us immediately of any changes in your personal details.
- Any queries at all regarding your invoice or payment please do not hesitate to contact Jenny Shuck on 07966 134084 or jenny@centralschoolofdance.co.uk
- Any queries regarding your timetable please contact by email or phone:-
Pre-School & Ballet ~ Hazel Smith hazel@centralschoolofdance.co.uk or 01277 226777
Modern, Tap & Jazz ~ Nicola Baines nicola@centralschoolofdance.co.uk or 01277 621500
- PLEASE NOTE PAYMENT MUST BE RECEIVED BY THE DATE SHOW ON YOUR INVOICE IN ORDER FOR DISCOUNT TO BE TAKEN AND TO COMPLY WITH INSURANCE CONDITIONS. YOUR CHILD WILL NOT BE ABLE TO PARTICIPATE UNTIL PAYMENT HAS BEEN RECEIVED.**
- Invoices will by default be sent by email. If you wish to have your invoice sent by post please inform us.
- We would prefer for payments to be made by internet or telephone banking to the following accounts:-
Term/IDC/Drama Fees: HSBC, Account No: 41605917, Sort Code: 40-13-22
Exam Fees: HSBC, Account No: 01544551, Sort Code: 40-13-22
Please put your child's surname as the reference on the payment and email to confirm on jenny@centralschoolofdance.co.uk allowing 3 days for the payment to clear in time.
- If you pay your fees into HSBC by cash please note that you will not be able to label your payment with your name so please contact Jenny immediately with the date and amount so that we can allocate your payment to your account.
- If necessary payment can be made by cheque - examination fees on one cheque - term, drama and IDC and term fees on another. Cheques made payable to: **CENTRAL SCHOOL OF DANCE & DRAMA LTD** with name of child on the reverse please. Cash can be given to your dance teacher.

- Post-dated payments are acceptable for combined fees, from the same family, which exceed £150.00. Please ensure that total payment is completed three weeks before the end the term to which they relate. Examination fees are not included in this scheme.
- If you are having financial difficulties and are unable to pay for any reason, please call us, we will do what we can to help.
- All timetables, price lists and other information can be found on our website, address above, if you would like a copy please contact us via email and we will email you a copy.
- Refunds will not be given except in extenuating circumstances. Any agreed refunds will incur Administration Charges.