



Payment Terms and Conditions:

1. Upon receipt and acceptance of a Membership Registration Form, an account will be created for the purposes of invoicing session fees. Siblings will appear under the 'family' account but will appear on separate invoices.
2. Invoices are produced as soon as a member is allocated onto a course and will be sent out via email unless otherwise specified. At the end of each term, a new invoice is created and sent for the following term as part of our re-enrolment process.
3. The invoice includes all the available sessions for that term which are listed in date order.
4. Invoices are payable before a members second lesson if they are new members; otherwise they are to be paid before the start of the course.
5. We DO NOT charge for sessions that WE cancel. Where cancelled sessions do happen, a credit or refund will be issued to your account.
6. We DO charge for available sessions that YOU do not attend. We do not offer refunds or credits for unattended sessions. This includes deciding to leave the course mid-term even though fees are paid in full at the start of term.
7. Lessons cancelled due to any circumstance beyond our control i.e. Snow, Flooding, etc will result in a 50% refund for the lesson missed.
8. Credits will appear on the following terms invoice.
9. Our preferred form of payment is via Direct Debit (through GoCardless) or via BACS / direct bank payment via the internet. However, we are happy to accept cash, personal cheques and business cheques. We are unable to accept credit or debit cards, or accept any form of childcare vouchers.
10. Accounts that are not paid in full by the last week of the term will be subject to a Late Payment Fee (L.P.F.) as published - currently £10 per member.
11. We operate a Debt Recovery Procedure in partnership with HM Courts Service and pursue ALL outstanding debts. The costs incurred in this procedure will be added to the final account balance. Accounts that are not paid in full after 4 weeks into the

consecutive term will be automatically referred for debt collection without any further warning or communication.