



## Payment Policy

- Following Government guidelines, from September 2020 cash payments will not be accepted. Fees can be paid by card or bank transfer. For use of Internet Banking clearly state student's name in the reference.

Sort Code 30-90-09 | Account 44631460 | Lloyds Bank Plc.

- 30 minute classes are charged at £21 per seven-week term.  
45 minute classes are charged at £31.50 per seven-week term.  
60 minute classes are charged at £42 per seven week term.  
LAMDA classes (60minutes) are charged at £56 per seven-week term.
- Fees are invoiced based on a 5-7 week term as indicated on the timetable available at [www.halcyoncreativekids.co.uk](http://www.halcyoncreativekids.co.uk).
- Fees are payable termly and no later than the second week of each new term unless we offer you a flexible payment plan to spread the cost over three instalments, in which case the first instalment must be paid by the end of the second week of term.
- A written reminder for fees not paid after the second week of term will incur a £5 administration charge.
- From January 2020 invoices and remittance notices will be provided at the end of each term for the following term. Submitted fees must be accompanied by a completed remittance advice notice.
- All new students are entitled to a free trial class. The fees become payable in full after the new student has attended the second class.
- Your child's class attendance must be confirmed by the deadline stated on the invoice in order to secure their place for the following term.
- A term's (i.e. 6 weeks) written notice is required for any pupil wishing to discontinue any class or leave the school. If the required notice is not received, the full payment of the pupil's fees for the following term will be due.
- Classes missed for any reason are not refundable.
- Should any pupil wish to discontinue any class or leave the school, refunds for any unused classes will not be given.