



FINANCE POLICY

Tuition fees are requested via e-mail or issued at school and are payable at the beginning of the full term or half term as applicable. These are required to be paid in full by the date stipulated on the invoice. See full terms and conditions for further information relating to fee payments.

LATE PAYMENT SURCHARGES

From January 2017 there will be a £25.00 surcharge for payments made after the date stated on your invoice. Please note this charge will be set against each individual invoice, and not per household.

If you have any difficulties reaching the payment deadlines please speak to us.

STANDARD CLASS COSTS (Excluding school rates)

Dance lessons - £7

Private LAMDA lesson - £27.00

DISCOUNTED RATES

Subject to principals discretion

SIBLINGS

Sibling discounts subject to principals discretion

PAYMENT OF TUITION FEES

- Bank transfer: Please use the pupil name as a reference (not the payees name).

Natwest

Account no: 36615846

Sort code: 56-00-63

- Cheques are no longer accepted.

- Any cash to be placed in a named envelope with the remittance slip and handed to staff in person upon prior written permission only.

CANCELLED OR MISSED CLASSES

Where cancelled by the client with less than 48 hour's notice, catch up is at principal's discretion. Under 24 hours notice, no catch up will be made and fees are still owing. See full terms and conditions for missed lesson policy.

NEW PUPILS

Each pupil is given a free trial class whereby they can attend for free to see if they enjoy it before paying. This is not applicable to drop in classes or private LAMDA lessons. This is per family and not per class trial.

Termly tuition invoices will be generated 1 to 2 weeks before the first class.

If existing pupils wish to start a new class then the payment for this will be generated after their first class and the appropriate discounts will be applied.

AFFILIATION

Emma Hammond Theatre Academy is extremely proud to operate in partnership with a number of exceptional schools and institutions. However, all financial dealings are exclusively with EHTA Accounts and are not subject to mark-up or transactional distribution with affiliates.

We are committed to reviewing our policies and good practice annually.

Principal Information and contact details:

Emma Hammond

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