

# Dance Focus Academy

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## Payment Policy

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| <b>School / Studio</b>  | Dance Focus Academy                                 |
| <b>Policy owner</b>     | Jade Fitchett                                       |
| <b>Date adopted</b>     | 1/8/2026                                            |
| <b>Review frequency</b> | Annually, or sooner if legislation/guidance changes |
| <b>Next review due</b>  | 1/8/2027                                            |

## 1. Fees

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Class fees are set termly and are published on our invoices and are available on request. Fees are reviewed annually and any changes are communicated to parents/carers at least 4 weeks in advance where possible.

## 2. How and When to Pay

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- Fees are payable in advance of the start of term by bank transfer.
- Where a payment plan (e.g. monthly instalments) is offered, this is payable regardless of half-terms, holidays, or occasional pupil absence, as it is calculated as an average across the year.

## 3. Discounts

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We offer a multi-class discount of 15% where a pupil/family attends 3 or more classes per week. Discounts cannot be combined with other offers unless stated.

## 4. Additional Costs

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Costume, examination, and show fees are charged separately and communicated in advance. These are payable by the deadline given, as orders are placed with suppliers or exam boards on the pupil's behalf and cannot always be refunded once placed.

## 5. Late or Missed Payment

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If a payment is missed, we will contact the family to resolve this. If fees remain unpaid after 14 days without agreement, a pupil's place may be suspended until the account is settled. Persistent non-payment may result in the pupil's place being withdrawn, in line with our Cancellation & Leaving Policy.

## 6. Financial Difficulty

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Any family experiencing financial difficulty is encouraged to speak to us in confidence as early as possible; we will always try to find a workable solution before pursuing non-payment action.

## 7. Review

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This policy is reviewed annually.