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info@dancevisions.co.uk
www.dancevisions.co.uk

Fees Payment System

Please note all the following information can also be found on our website

Important Information – Please read this carefully

'DV Pass Card' Payment System for children's class 'fees'

Dear Parents/Guardians

All Students in children's classes with termly fees must pay in full prior to a term commencing. This can be made at reception by cash, credit card or via an online transfer to us. Please ask at reception for our bank details. Please note we do not accept American Express or Scottish Money etc.

'DV Pass Card':

Each child must collect a 'DV Pass Card' from reception and present it to their Teacher in their first class of term. Cards will be issued to the children only when fees have been paid in full for the term. (cards are not given out in advance; are not to be removed from the premises and are only for internal purposes).

Any child who does not present a card to their teacher in their first class in each subject that they attend, will be refused entry to classes until fees are paid.

This system has been implemented to reduce the number of hours spent chasing late payments, as when providing any service, the service must be paid for in full before it is received.

If a student does more than one class, we will not issue multiple cards at one time, therefore they must repeat the procedure for each first class in any given subject for that term. This is to avoid any room for error amongst different teachers and class subjects.

If you have any problems with meeting a payment for a terms fees, you **must** contact us with plenty of notice before the start of that term. This will be dealt with confidentially with the Creative Director, Beki Saunders. All other staff **do not** have the authority to make any decisions on this matter.

New joiners can join at any point through the term but your one off joining fee of £20 and class fees must be paid on joining, before classes can be attended and a 'DV Pass Card' issued.

Children's term paid classes will be invoiced where possible one week prior to the end of each term for the following term, this will allow two to three weeks depending on holiday length to pay your Invoice, giving all parents and guardians ample time to pay before the next term starts or contact us for any reason.

Term Times: Our Term Times are split into 6 sections for payment over the academic year. Term Times run in line with the KCC (Kent County Council) Term Dates and can be downloaded and printed from the Dance Visions Website as a PDF Document.

Please see our website (www.dancevisions.co.uk), where you can view or download the following documents as a PDF or ask at reception for a copy.

- 'Childrens Class Term_Holiday and Class Viewing Dates' document
- 'Children's Fees Payment System_Information'

Our Term Times exclude School Holiday dates.

Notice: Notice will only be accepted in writing using one of our official 'Notice Forms' available through reception at the studios or by emailing us with reasons where possible as we value feedback so we can continue to improve on services. The date of the email will be taken as the 1st day of the notice; we have a 5 week **paid** notice policy. Five weeks' notice and payment is required if your child continues to attend classes or not during this period. If the notice period is not paid, interest charges will be incurred and the matter will be passed to our debt collectors. Please see our 'Terms & Conditions' on the website or ask for a copy at reception.

Dance Visions Studios: Unit 7/8 Kingfisher Business Park, Henwood, Ashford, Kent. TN24 8DG. Dance Visions Studios Limited: VAT Registered Number 168 2149 94 Directors: Beki Saunders and John Saunders. Reg office: 3 Clockhouse Park, Blind Lane, Challock, Ashford, Kent TN25 4AY

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