



T: 01233 660393
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www.dancevisions.co.uk

Fees Payment System

Important Information – Please read this carefully

Dear Parents/Guardians

All children's classes with termly fees **must be paid in full** prior to the commencement of each half term.

PAYMENT METHODS & INFORMATION:

- **Online Bank Transfer** - (Details are on the invoice sent out prior to the start of term). Avoid the queues at the start of term!
- **Cash**
- **Credit/Debit Card**

*Please Note: We do not accept American Express, Scottish Money, Cheques or American Express Cards.

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.

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 to contact us for any reason.

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

Notice:

Notice will only be accepted in writing, either by using one of our official 'Notice Forms' or by emailing us. Please provide reasons where possible as we value feedback so we can continue to improve on services. We have a **3-week paid** notice policy and the date of the email will be taken as the 1st day of the notice. Three weeks' notice and payment is required whether 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. Data protection - We will only store your information for 1 year after giving notice in which you may re-join without any new joining fee, but if this 1 year period lapses then you will have to re-join by paying the joining fee once again (see our Data Protection Policy on our website for more details).

'DV Pass Card':

Each child must collect a '**DV Pass Card**' from reception and hand 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 and sent back to sit in reception 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.

Term Times:

Our Term Times are split into 6 sections for payment over the academic year.

Our Term Times run closely 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. **Our Term Times exclude School Holiday dates and Bank Holidays.**

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

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