

# **Yasmin Amber School of Dance-**

## **Payment Agreement**

To ensure the smooth running of the Dance School, all parent/guardians are required to sign a payment agreement as part of the enrolment process.  
This ensures that everyone agrees and understands that:

### **Payments for our weekly dance classes are taken via Direct Debit through GoCardless & Dance Biz**

-Each July we announce dates and class fees for the school year ahead. We will then take your students total class balance for the year and divide it into 11 equal monthly payments.

-These payments are taken on: the 1<sup>st</sup> of each month (if this date is not suitable, please contact Miss Yasmin)- September, October, November, December, January, February, March, April, May, June, July

-This means fees will remain the same each month, including over the holidays.

PLEASE NOTE: NO PAYMENT IS TAKEN DURING AUGUST AS OUR SCHOOL YEAR THEN RESETS

Fees are for:

WEDNESDAY & THURSDAY CLASSES: 41 weeks total of dance tuition

TUESDAY CLASSES: 40 weeks total of dance tuition (this is due to our show spacing rehearsal falling on a Tuesday)

SATURDAY CLASSES: 38 weeks total of dance tuition (this is due to our Christmas break & show weekend)

-All additional payments will be separate to the direct debit payment and an additional invoice will be sent for these, this includes: Show fees, costume hire, private 1-1 lessons, uniform purchases, competition fees, monthly stage tech etc.

-We ask for your card details to be added to the secure Thinksmart system before your first recurring payment (1<sup>st</sup> September 2027). If this is not completed in time, then an invoice will be sent manually and a £5 administration charge will be added.

-If a monthly payment fails, we will attempt to take payment the next day; if not received, we will email you. We will try again 3 days later. If payment is not received after 7 days of its due date, then a Late Payment Fee of £10 will be added to an invoice. This is due to extra administration duties & expenses.

-If fees remain unpaid, the student will be unable to attend classes until payment has been made. Please contact us immediately if you are unable to make the monthly payment.

-If payment is excessively late and we have had no communication we have the right to consult and employ a debt agency to recover any outstanding payments.

-Sibling Discount is applied if family members pay from the same customer account.

### **MISSED OR CANCELLED CLASSES**

- Missed classes must be paid for, as class overheads are the same whether a student attends or not.
- If we have to cancel a class, we will credit your account and payment will be kept on file until an additional invoice is created and will be put against this.

### **NOTICE PERIOD**

- Please be aware that should you wish to stop attending classes, we need a month's notice in writing by email to: [info@yasminamberschoolofdance.com](mailto:info@yasminamberschoolofdance.com). Once notice is given, we will calculate the date of the last class you can attend and if any further monies are outstanding to Yasmin Amber or need to be refunded to you. This notice period allows us to ensure that the classes are kept to the correct number to create the best experience for our students and ensure we can pay our incredible teaching team fairly.
- If wishing to rejoin Yasmin Amber after leaving a £5.00 admin fee will be included on your invoice to set your account back up.

### **CLOSURE DATES**

- Yasmin Amber School of Dance closes for half term holiday's in line with the Leicestershire Council term dates. Certain holiday's may remain open due to examination/show practice. During the summer we close for 5x weeks. Please note if you cannot make a class outside of these dates you will still be invoiced.
- We cannot be held responsible for classes being cancelled due to extreme circumstances (E.G. severe weather conditions). In this case, an alternative class will be offered where possible. If you are unable to attend the rescheduled class for any reason, no refund will be given. If we are unable to reschedule a class, a discount will be applied to your account.

### **UNIFORM/EXAMS/SHOW**

- It is the parent's responsibility to purchase the correct footwear, dancewear and necessary equipment for safety and success in class.
- Parents/students are given the option to take part in IDTA exams and our annual show. Information with rough/exact costs involved will always be sent beforehand, no invoices will be issued until the slot is confirmed.

### **WIDESPREAD PANDEMIC**

If there is a widespread pandemic, UK or local COVID-19 outbreak and your student has to isolate from dance unfortunately no refund or makeup class will be given.

If re-enrolling to our classes for 26/27 please be aware that you automatically agree to the terms and conditions as listed above.

# ***Yasmin Amber School of Dance***