



### **Class fees**

From September 2020 we have a new pricing structure in place. We will no longer give sibling discounts, instead we have introduced a class scaling discount for all individual child students. We have also changed from termly payments to half termly payments for all children's classes.

#### Prices of Children's classes & scaling discounts

Poppets/Kids/ Teens classes

30 mins £5.50

45 mins £7.50

60 mins £8.50

90 mins £10.00 (seniors only)

90 mins £14.00

*Tap & Theatre Craft classes are always offered as an hour/ 1.5 hour class – unless your child only does one of the subjects then it is billed at either 30/45 minute depending on grade.*

*Ballet & Street classes are billed as individual classes.*

1 x class – no discount

2% off 2<sup>nd</sup> class

3% off 3<sup>rd</sup> class

5% off 4<sup>th</sup> class

7% off 5<sup>th</sup> class

10% off 6<sup>th</sup> class

### **Our registration fees are:**

- £35 for new students which includes a free t-shirt
- £25 -for siblings (of new or current students)
- £20 for returning students
- £20 for Disco Ducks
- £10 for Adult students
- £20 for LJA members only



### **Miscellaneous Half Term Charge:**

As from April 2021 a £1.50 miscellaneous fee, per person, will be added to each of your half term invoices. This is to help towards the costs of insurances, music licenses & cleaning products we have to purchase to enable us to operate lawfully.

### **Adult Classes:**

All our Adult classes run for ten weeks per term (five weeks every half term). Classes are £6.50 & can be paid as follows:

Half Termly (5 weeks) £32.50 = £6.50 per week

Termly (10 weeks) £60.00 = £6.00 per week

There is also a £10 Registration Fee

### **Payment Options:**

With the introduction of our new Studio software "Class Manager". We have been able to connect new and easier ways for you to pay your dance fees on time.

We now have three options for you:

1. Bank Transfer
2. Debit/Credit card payment through Stripe via My Portal
3. Go-Cardless Direct Debit set up via My Portal

### **Bank Transfer:**

This is our preferred method of payment. All bank details are noted on your invoices.

Name of account – The Phillomena Dance School

Account Number – 66292182

Sort code – 60-08-01

We will apply payments to your accounts manually when cleared through the bank – this can take up to three days after payment has been deposited.

### **Debit/Credit Card:**

Once you have registered with "My Portal" in "Class Manager", you have access to your account with us. You are able to click on your outstanding invoices and pay direct using a Debit or Credit card.



#### Go-Cardless Direct Debit:

- Direct Debit can be used to pay for regular payments of all types – including variable business invoices.
- GoCardless is a leading Direct Debit provider, processing over £5 billion in payments annually for more than 50,000 organisations around the world.
- **You only need to set up payment once** – complete an online form and, unlike with a bank transfer, cash, cheque or card payment, you won't have to remember to pay next time. Which means no accidental disruptions to your service, subscription or membership.
- **You won't ever need to update payment details** – unless you change bank accounts, you won't have to worry about updating your payment details either (unlike, if your debit card expires, or is lost or stolen).
- **Paying through GoCardless gives you certainty** – you'll know exactly how much you're paying and when it will come out, which can help with budgeting.
- With GoCardless you are notified that a payment is coming out in advance, giving you the chance to raise any issues about the payment.
- With Direct Debit, your payments are protected. For example, in the UK, you are fully protected under the Direct Debit Guarantee, meaning you have the right to cancel and receive a full refund for any payment taken in error.
- You can cancel the Direct Debit mandate at any time, for example, through your online banking, immediately stopping future payments (although this will of course affect access to your services) and we would require the four week's notice to withdraw from classes.
- GoCardless is ISO 27001 accredited, (ISO 27001 is a widely recognised, internationally accepted standard for information security). It is also authorised by the UK Financial Conduct Authority to provide payment services as an Authorised Payment Institution across the European Union.

If you want to know more visit GoCardless website <https://gocardless.com/>

#### Cash/Cheques - not accepted:

As from September 2020 cash can only be accepted in our Studio in Tadworth. We can no longer accept cash at any of our additional venues. (We hope this method will be welcomed back in the future). You are more than welcome to drop cash payments to our Studio in Tadworth – please ensure you have arranged a time when someone will be on site. We ask that you place cash in a sealed envelope clearly marked with your name and total of contents.

Please do not put cash envelopes through the letterbox of the studio as it is not safe to do so. Please do not give cash to your teachers.

#### Invoices:

All invoices for classes will be raised and emailed on the first day of the month.

All fees for that half term will be required to be paid in full by the third day of that month.

Primarily we are a Dance School, but we are also a small business and with that comes great responsibility and overheads. We have rents, wages, licences, equipment, stock etc to pay for on a monthly basis, so it is vital for us to collect payments quickly and securely to allow us to continue to offer a level of service we pride ourselves on. None of this would be possible without your continued support and payment of fees on time.



If you have any problems with being able to make a payment on a set date, please ensure you speak to our Principal Lynda Blyth-Phillips, where special consideration can be discussed. Please do not discuss with your teacher – contact Lynda on [hello@phillomenadanceschool.co.uk](mailto:hello@phillomenadanceschool.co.uk)

Table of Monthly Payments:

1<sup>st</sup> day of the month                      Invoices raised and emailed

Invoices in full to be paid for that current month – if you have activated GoCardless to your account then monies will be collected automatically from your chosen account)

**Notification to withdraw from classes at Phillomena**

We require, one month, (4 weeks) notice by email to withdraw from any classes or the school in whole. Failure to do so will result in, one month, (4 weeks) payment to be submitted.

**Cancelled Classes**

Cancelling classes is very rare, however, in bad weather it is sometimes impossible to travel to our venues. If classes are cancelled due to bad weather or an act of God, refunds are not available. We will endeavour to make up the class at another time or offer an online class instead.

If ever we have to cancel a class due to unavailability of a venue, a make-up class will be scheduled at a later date – again refunds are not available. We always know in advance any dates that are not available for us and we ensure that you are notified at the beginning of every term of any changes.

**Blended Classes due to Covid**

Due to Covid-19 some of our larger classes have to be blended which is a mixture of live/physical classes one week and zoom online the following week. At this moment in time it is just our senior classes that are blended.

We are mindful that there may be times when students may have to self isolate or shield in these circumstances if we are given advance warning we can offer to stream the live class via zoom for them to join in at home.