

FINANCE POLICY

Tuition fees are requested via e-mail or issued at school and are payable at the beginning of the full term or half term as applicable. These are required to be paid in full by the date stipulated on the invoice. See full terms and conditions for further information relating to fee payments.

LATE PAYMENT SURCHARGES

From January 2017 there will be a £20.00 surcharge for payments made after the date stated on your invoice. Please note this charge will be set against each individual invoice, and not per household.

If you have any difficulties reaching the payment deadlines please speak to us.

STANDARD CLASS COSTS (Excluding school rates)

Mummy and me ballet - £5
Street Dance - £4
Ballet/Jazz/Tap/Modern - £6
DD Mix/Adult Classes - £5
Private LAMDA lesson - from £25.00

DISCOUNTED RATES

1 class per week No discount applied
2 classes per week 5% discount
3 classes per week 10% discount

Not applicable to drop in classes.

SIBLINGS

Any sibling who undertakes 1 class per week will be given a 10% sibling discount.

PAYMENT OF TUITION FEES

- Bank transfer: Please use the pupil name as a reference (not the payees name).

Natwest Account no: 36615846 Sort code: 56-00-63

- Cheques to be made payable to EMMA HAMMOND and returned with the remittance slip.
- Any cash to be placed in a named envelope with the remittance slip and handed to staff in person upon prior written permission

CANCELLED OR MISSED CLASSES

See full terms and conditions for missed lesson policy.

NEW PUPILS

Each pupil is given a free trial class whereby they can attend for free to see if they enjoy it before paying. This is not applicable to drop in classes or private LAMDA lessons.

Termly tuition invoices will be generated 1 to 2 weeks before the first class.

If existing pupils wish to start a new class then the payment for this will be generated after their first class and the appropriate discounts will be applied.

AFFILIATION

Emma Hammond Theatre Academy is extremely proud to operate in partnership with a number of exceptional schools and institutions. However, all financial dealings are exclusively with EHTA Accounts and are not subject to mark-up or transactional distribution with affiliates. Please contact admin@eha.co.uk with queries.

*We are committed to reviewing our policies and good practice annually.
This policy was last reviewed on: 28th May 2019.*