



Payment Policy

Purpose

This Code of Conduct sets out the professional standards and responsibilities expected of all dance teachers. It ensures that teaching is carried out safely, respectfully, and to the highest standard of professionalism and care.

Policy Statement

Berkshire Dance Academy is committed to maintaining clear, fair, and consistent payment arrangements to ensure the smooth running of classes and activities. This policy outlines our expectations regarding fees, payment methods, and financial responsibilities.

All fees contribute to staffing, venue hire, insurance, training, and resources required to provide a safe and high-quality dance education.

Scope

This policy applies to:

- All students enrolled at Berkshire Dance Academy
- Parents, carers, and guardians responsible for payment
- All classes, rehearsals, performances, workshops, and events

Payment Methods

Fees may be paid using the following methods only:

- **Direct Debit**
- **Cash**

No other payment methods will be accepted unless agreed in advance by the academy.

Direct Debit Payments

- Direct debit is the preferred payment method.
- Payments will be collected on the agreed date each month.
- It is the responsibility of the payer to ensure sufficient funds are available.
- Any failed or missed payments must be settled promptly.
- Repeated failed payments may result in a review of the student's place.

Parents/carers must inform the academy immediately of:

- Changes to bank details
- Changes to payment responsibility
- Any anticipated payment difficulties

Cash Payments

- Cash payments must be handed directly to a member of staff.
- Cash should be clearly labelled with the student's full name and class.
- A receipt will be provided upon request.
- The academy does not accept responsibility for cash left unattended or given to another student.

Payment Deadlines

- Fees must be paid **in advance** of classes unless otherwise agreed.
- Payment dates will be clearly communicated.
- Attendance may be restricted if fees are overdue.

Late or Missed Payments

If payment is late or missed:

1. A reminder will be issued.
2. Continued non-payment may result in temporary suspension from classes.
3. Persistent non-payment may lead to the loss of the student's place.

We encourage early communication if financial difficulties arise, and we will aim to deal with matters sensitively and fairly.

Refunds and Absences

- Fees are **non-refundable** for missed classes due to illness, holidays, or personal reasons.
- Refunds are not provided for withdrawals part-way through a payment period.
- Exceptional circumstances may be considered at the academy's discretion.

Notice Period

- A minimum of **four weeks' notice** is required to cancel a student's place.
- Fees remain payable during the notice period.
- Notice must be provided in writing.

Fees for Events and Performances

- Additional fees may apply for competitions, shows, costumes, or workshops.
- These fees must be paid by the stated deadline.
- Failure to pay may result in the student being unable to participate.

Financial Records and Confidentiality

- All payment records will be stored securely.
- Information will be handled in accordance with the Data Protection Act 2018 and UK GDPR.
- Financial information will only be shared on a need-to-know basis.

Responsibilities

Parents/carers are responsible for:

- Ensuring fees are paid on time
- Keeping payment details up to date
- Communicating any issues promptly

The academy is responsible for:

- Providing clear fee information
- Handling payments securely and fairly
- Communicating changes in advance

Review

This policy will be reviewed annually or if payment arrangements change.

Date of Issue: January 2026

Date of Next Review: January 2027