



14 December 2009

## **PAYMENT TERMS & CONDITIONS**

### *Excluding Uniform Orders*

1. All payments to DAPA must be sent to Erin Cottage at the address below.
2. Cheques for the payment of Fees must be accompanied by the Registration Form with the student's name clearly written and the correct classes ticked.
3. DAPA cannot accept cheques that are not accompanied by the correct paperwork.
4. In order to answer payment queries, track lost cheques etc please use separate cheques for separate payments, ie do not mix Class Fees with uniform, DVDs, workshops, tickets or any other payments. Parents with more than one child at DAPA may aggregate all their children's fees on one cheque.
5. Forms, cheques and cash should never be handed to class teachers.
6. Class Registration Forms and the appropriate Fee Payments must be returned before the start of each term. Fees may be paid in two instalments by enclosing two cheques, one dated for the commencement of the term and the second post-dated for half term.
7. Class Fees that remain unpaid by half term result in a reminder being sent and incur an administration charge of £8.00 which is added to the outstanding fees. Pupils whose fees remain unpaid by the end of the term are not invited to continue at DAPA.
8. Cheques that are returned by the Bank incur a charge of £4.00, to reimburse the charge that the Bank makes to us.
9. Until Fees are paid and Registration Forms returned, the student's record on our database is not activated, which can result in vital information or notice of forthcoming events not being received.
10. New pupils have their first lesson in a class free of charge. All subsequent classes must be paid for.
11. Pupils and students joining DAPA part way through a term may calculate their fees by dividing the Term Fee by twelve and multiplying by the number of classes that remain (excluding the first complimentary lesson).
12. Parents who wish to make cash payments must call Sarah Dean on 07963 029441 to make the necessary arrangements.

**Dean Academy of Performing Arts**  
**Erin Cottage, Well Lane, St. Margarets-at-Cliffe, Dover CT15 6AA**