



# KEYWORTH SCHOOL OF THEATRE DANCE

## PAYMENT INFORMATION

September 2020 – July 2021

- Fees are due at the start of each block - see dates at the end of the document. Payment is made in advance of the half term ahead. There are six payments due per academic year.
- Payment must be received before the start of the first session of term as many classes have a waiting list.
- **In the case of late payments requiring a bill payment reminder, a £5 administration fee will be charged. This email will be issued once payments are two weeks late.**
- Payment to be made via online banking – cash payments are not currently accepted:
  - account number 51234854
  - sort code 403519
  - reference unique reference as per the bill
- All classes are pre-pay. An invoice will be sent by email before the start of each block.
- The refunds from Block 4 (2019-2020) have been calculated and applied to the applicable invoices due to the missed sessions when KSTD closed in March 2020. The calculation is based on how many weeks there had been since the start of the academic year multiplied by the class fee and then deducted from the four block payments which had been paid. In short we owe 1 x Monday, 3 x Tuesdays and 2 x Wednesdays - Saturdays
- Any new pupil to KSTD or a current KSTD pupil trying a new class can pay for one session online before committing to the rest of the block.
- No payment breaks are permitted in Block 1. This will be reviewed for future blocks.
- The amount to be paid per class is the same each half term irrelevant of how many weeks there are in that block. The calculation is based on the amount of sessions between September and Christmas (13 weeks) divided into two payment blocks. We will review our payment policy and fees as we restructure the timetable throughout the year.
- For pupils who attend six or more classes, the cheapest class is free. For siblings, if they attend seven or more between them the cheapest is free. All the relevant discounts will be applied before the bills are emailed (excludes private lessons).
- Please be aware that once your child is in Grade 3 tap and Grade 3 theatre craft these classes are charged as two separate classes.

### Term Dates

Please see below – all dates are inclusive:

#### **Autumn Term**

##### **Block 1**

Monday 7 September – Saturday 17 October

Bills issued w/c 24 August

Payment due by Saturday 5 September

**Block 2**

Monday 2 November – Saturday 19 December  
Bills issued w/c 19 October  
Payment due by Saturday 31 October

**Spring Term**

**Block 3**

Monday 4 January – Saturday 13 February  
Bills issued w/c 21 December  
Payment due by Saturday 2 January

**Block 4**

Monday 22 February – Thursday 1 April  
Bills issued w/c 8 February  
Payment due by Saturday 20 February

**Summer Term**

**Block 5**

Monday 19 April – Friday 28 May (no classes Monday 3 May)  
Bills issued w/c 5 April  
Payment due by Saturday 17 April

**Block 6**

Monday 7 June – Friday 23 July  
Bills issued w/c 24 May  
Payment due by Saturday 5 June

Thank you for your support with fee payments. Please do not hesitate to ask if you have any questions or need clarification on any of the above.

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