



# KEYWORTH SCHOOL OF THEATRE DANCE

## PAYMENT INFORMATION

September 2021 – July 2022

- Fees are due at the start of each half term - see dates at the end of the document. Payment is made in advance of the half term ahead. Invoices are sent termly with two payment dates per term, 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
  - account name Keyworth School of Theatre Dance
  - reference unique reference as per the bill
- All classes are pre-pay. An invoice will be sent by email before the start of each term.
- Any new KSTD student or a current KSTD student trying a new class can pre-pay for two sessions online before committing to the rest of the block.
- We can allow refund requests of two missed sessions per class per academic year. We also allow retrospective refund requests for missed sessions, for example to cover illness.
- Payment break request deadlines are listed below. You must notify KSTD by this date if a student wishes to change and/or leave the class/es they are enrolled in.
- Amendments to the bills will not be permitted after the deadline as invoices are issued based on the information provided by that date.
- The amount to be paid per block is based on the amount of sessions per term.
- Zoom lessons are the same fee as face to face.
- For students 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**

Monday 6 September – Saturday 16 October

Monday 1 November – Friday 17 December

Sunday 22 August – deadline for payment break requests

Invoices issued w/c 23 August

Payment 1 due by Saturday 4 September

Payment 2 due by Saturday 30 October

### **Spring Term**

Tuesday 4 January – Saturday 12 February

Monday 21 February – Saturday 2 April

Sunday 19 December – deadline for payment break requests

Invoices issued w/c 20 December

Payment 1 due by Saturday 1 January

Payment 2 due by Saturday 19 February

### **Summer Term**

Tuesday 19 April – Friday 27 May (no classes Monday 2 May)

Monday 6 June – Friday 22 July

Sunday 3 April – deadline for payment break requests

Invoices issued w/c 4 April

Payment 1 due by Saturday 16 April

Payment 2 due by Saturday 4 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.

Ann and Kirsty

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[contactkstd@gmail.com](mailto:contactkstd@gmail.com)