



# KEYWORTH SCHOOL OF THEATRE DANCE

## PAYMENT INFORMATION

September 2024 – July 2025

- Payment of fees is made in advance of each block, with one block per half term - see dates at the end of the document. 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:
  - 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 block.
- Any student new to KSTD, or a current KSTD student trying a new class, can choose 'pay as you go' for the first block. Exact money required at the start of each session. Online pre pay applies for subsequent blocks.
- We 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 the deadline.
- The amount to be paid per block is based on the amount of taught sessions.
- 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:

### **Term 1/Block 1**

Monday 9 September – Saturday 19 October  
Sunday 25 August – deadline for payment break requests  
*from* w/c 26 August: Block 1 invoices issued  
Saturday 7 September: Block 1 payment due

### **Term 1/Block 2**

Monday 4 November – Thursday 19 December  
Sunday 20 October – deadline for payment break requests  
*from* w/c 21 October: Block 2 invoices issued  
Saturday 2 November: Block 2 payment due

### **Term 2/Block 3**

Saturday 11 January – Saturday 15 February  
Sunday 29 December: deadline for Block 3 payment break requests  
*from* w/c 30 December: Block 3 invoices issued  
Wednesday 8 January: Block 3 payment due

### **Term 2/Block 4**

Monday 24 February – Saturday 5 April  
Sunday 9 February – deadline for Block 4 payment break requests  
*from* w/c 10 February: Block 4 invoices issued  
Saturday 22 February: Block 4 payment due

### **Term 3/Block 5**

Tuesday 22 April – Friday 23 May  
(no classes Monday 5 May = Bank Holiday)  
Sunday 6 April – deadline for Block 5 payment break requests  
*from* w/c 7 April: Block 5 invoices issued  
Saturday 19 April: Block 5 payment due

### **Term 3/Block 6**

Monday 2 June – Friday 25 July  
Sunday 18 May – deadline for Block 6 payment break requests  
*from* w/c 19 May: Block 6 invoices issued  
Saturday 31 May: Block 6 payment due

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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