



Expose' Dance Centre Payment Instructions and Fees policy 2018

Murrumbeena: 31/993 North rd Murrumbeena, 3163

Toorak: St John's Church, Cnr Clendon St & Toorak Rd, Toorak, 3142

Ormond: Ormond Church of Christ, 585B North Rd Ormond, 3204

Coatesville: Coatesville Uniting Church Hall, 1050 North Rd, Bentleigh East, 3165

Patterson rd Scout hall, 21 Patterson rd, Bentleigh 3204

****Please read as you have signed or will be signing on your enrolment form that you have read and understood this policy in order for your child/ren to be enrolled in the school.**

- Invoices are sent out via email. **It is your responsibility to keep your contact details up to date.** You need to ensure to have your enrolment form submitted to the office or via email prior to your child attending class – once your enrolment form is processed, an invoice will be generated.
- Term Fess are payable in advance and in conjunction with the payment schedule (see below).
- If your invoice is incorrect you need to call/email to let us know otherwise late payment fee will apply. If this is not done we will assume that your invoice issued is correct and fees are payable by due date as per fee schedule.
- If you are having difficulty in paying or need a payment plan, this needs to be discussed prior to the due date on your invoice otherwise full payment by the invoice date is required in order not to receive late fees.
- **Monthly statements will be emailed for overdue balances.** *All overdue accounts past the payment schedule will receive a 10% of your invoice late fee.* You will be required to pay late fee and no discussion will be entered into.
- In the event fees are late, the sibling discount does not apply and you may be required to pay a further administration \$25 fee on top of your 10% late fee should your invoice be past 30 days due.
- Changes to classes or cancellation of classes after the invoice date will incur a \$25 administration fee.

TUITION PAYMENT SCHEDULE 2018

Term 1: Monday 29th January to Thursday 29th March
March Term 2: Monday 16th April to Saturday 30th June
Term 3: Monday 16th July to Saturday 22nd September
Term 4: Monday 8th October to Saturday 1st December

Term 1 Cancellation date – 26th January
Term 2 cancellation Date – 29th March
Term 3 Cancellation Date – 30th June
Term 4 Cancellation Date –22nd September

Tuition and Payment Information

- You will be paying for the entire school term of 8-11 week of classes. This is an average of 10 classes per term. You are not paying for scheduled school holidays and Public Holidays
- Please note: term 4 concludes on the last weekend in November. Term 4 fees include extra rehearsal days, so full term fees apply.
- If your child is **NOT** involved in the concert, this needs to be discussed with accounts so we can adjust your invoice. If you do not do this, we will invoice you for the entire term.
- We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees.
- No credit is given for student absences or when families choose to take their holidays during the active school term. **No refunds are given for term fees.**
- Any student with an overdue balance of more than 30 days may be excluded from class. In addition, they will be unable to participate in the concert or received any exam certificates/medals until full payment is received.
- Once an account reaches 30 days past due, it is handed to our debt recovery agency. The company we have appointed to act on our behalf (e-Collect) will add an additional 35% debt recovery charge to your invoice total (fees + late fee + administration fee). You will be required to pay the FULL outstanding amount, plus the additional 35% directly to e-Collect.
- **There will be no discussion** into paying “*just the fee amount*” when it gets to the debt recovery stage as e-Collect will contact you to collect the fees directly. In the event that legal action is required to collect outstanding monies, parents will be required to pay all costs the Expose’ Dance Centre PTY LTD may incur.
- If you change your class style or add a class or have any questions concerning the term charge, please inform accounts & Colleen via email **prior to invoices being sent** out and fees being due otherwise you may incur a \$25 administration charge.
- **Written notice** must be given if no longer continuing with a class prior *to scheduled cancellation dates* (see above dates). *Enrolment is done on a yearly basis for all classes unless documented in writing on your enrolment form and accepted by administration.*
- *“Not attending classes”* is not accepted and you will be billed for terms fees and/or late and administration fees.
- *We do not pro rata accounts if families are going on holidays* as you are taking up a place in the class.
- Please make up any missed class within one month of your absence if possible; *no credit will be given for missed classes*. This must be discussed with Miss Colleen prior to attending make up classes as some classes are full.

*The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may have financial difficulty, if this occurs in your situation you need to notify Colleen accounts **immediately** so we can discuss the situation.*

Thank You

I _____ understand
and have read the fees policy and will pay my dance fees as per policy.

Signed: _____ -

Dated: _____

Office use: Submitted to office on Date: _____ -