



TERMS & CONDITIONS AND FEES POLICY 2016

OVERVIEW

- ***It is compulsory to choose one of the three payment options available upon enrolment. Payment plans via electronic transfer will no longer be an option***
- New enrolments will have their accounts emailed within two weeks of enrolment
- Overhead costs continue regardless of attendees, therefore no refunds will be given for missed classes due to decisions of a personal nature. If cancelled by the teacher, a make up class will be offered
- If a child is absent from classes due to sickness for more than 3 weeks, we ask that you produce a medical certificate and a pro rata credit will be issued to your account
- No refunds will be given if a student ceases classes after the sixth week of each term, unless we have received a written notice at least 4 weeks prior
- Classes will still run as normal on Student Free days
- Classes will NOT be held on Public Holidays (unless stated prior). Make up classes will be scheduled during school holidays
- All concert costs are charged in full at the beginning of Term 2 and are due no later than week 2, Term 3 (with the exception of those opting for payment plans). Students who have not arranged payment will not have a costume purchased for them and will be excluded from the concert
- *Amendment to this fees policy can be made in writing at any time as we see fit*
- **PRUSHKA debt collection will handle all matters regarding overdue fees past 56 days from invoice date (6 weeks overdue) and the customer liable for any commission costs incurred**

PAYMENT OPTIONS

To make it easier for our customers we have streamlined our payment options, creating simple and effective ways to manage your account- meaning less stress and hassle for you! Please choose which payment option works best for your family.

Option 1 "PAY NOW"

- Full payment of each term's invoice is to be made up front or within 14 days of the invoice date.
- Payment can be made via; Electronic bank transfer (must allow bank processing times), EFTPOS or Cash.
- Customers who have fall overdue will no longer be given the "pay now" option and will be referred to either the Ezy pay or Centrepay arrangements.

PENALTIES

- Due date - Email & SMS reminder
- 7 days overdue - Email & SMS reminder
- 14 days overdue - Email & SMS reminder and charged \$2 per day overdue fee
- 21 days overdue – Email, SMS & Hand delivered reminder note and charge of \$2 per day overdue fee
- 28 days overdue – Notice/Warning of possible class suspension, Email, SMS & hand delivered reminder note and charge of \$2 per day overdue fee
- 35 days overdue – Class Suspension notice, Email, SMS & hand delivered reminder note and charge of \$2 per day overdue fee
- 42 days overdue – Account referred to Debt Collection and charge of \$2 per day overdue fee with additional fees added by the debt collection company

Option 2 "EZYPAY"

- Direct Debit payments made fortnightly from your bank account or credit card.
- An additional consent form will need to be signed.
- When entering into the Ezy pay agreement, all costs for the year will be included such as insurance, concert fees, class fees, exam fees, uniforms & shoes etc.
- This amount will then be divided up over the remaining weeks in the dancing year and deducted for your account / credit card either weekly or fortnightly as you wish.
- Payment amounts can be changed when needed

- If your account runs into credit you can opt to defer payments, receive a refund or carry the credit over to the following year.
- Processing fees & a one off set up fee applies
- If scheduled payments are missed and are not arranged for recovery, penalties will apply (same as for “pay now” option).

Option 3 “CENTREPAY”

- Automatic deductions made weekly/fortnightly from your Centrelink payments.
- An additional consent form will need to be signed.
- When entering into the Centrepay agreement, all costs for the year will be included such as insurance, concert fees, class fees, exam fees, uniforms & shoes etc.
- This amount will then be divided up over the remaining weeks in the dancing year and deducted from your Centrelink payments.
- Payment amounts can be changed when needed
- If your account runs into credit you can opt to defer payments, receive a refund or carry the credit over to the following year.
- If scheduled payments are missed and are not arranged for recovery, penalties will apply (same as for “pay now” option).

Kind Regards,
Saskia Turner
Principal

**Bodies in Motion Dance School
2015 FEES POLICY Agreement**

CHILD/REN NAMES:
PARENT or CAREGIVERS NAME:

I agree to the following payment option:

- Option 1 - PAY NOW**
- Option 2 – EZYPAY**
- Option 3 – CENTREPAY**

By choosing option 2 or 3, I understand I will be entering into a separate agreement and the required debit amounts will be deducted from my nominated account.

I am aware of the above fee policy and agree to abide by these terms & conditions. I understand that failure to follow this agreement will result in penalties.

Signature _____

(Must be signed by person responsible for paying fees)

Date ____/____/2016