

## **FEES PAYMENT and REFUND POLICY**

### **INVOICES**

Parents are invoiced soon after the start of each term.

### **FEE PAYMENT POLICY**

Most parents pay by cheque one term in advance. Under exceptional circumstances, and only with express written permission of the Principal, parents may be allowed to pay monthly by SO over a ten month period from September to June inclusive. Cheques received are stored safely in a locked cash box, cashed a.s.a.p. and a receipt sent to the parent concerned.

Parents who delay payment will be contacted by the Principal; initially by telephone and, if necessary, in writing. The Academy charges no fee, interest or otherwise, on late-payment – preferring instead to retain the goodwill of parents unless or until this breaks down irretrievably. In such cases, parents will, of course, be perused through the Courts until payment is received.

### **REFUND POLICY**

This really only applies to advance payment of fees by overseas students prior to arrival in the UK; one term or one year as appropriate. In this case, the entire sum received is transferred to a Holding Account and a receipt issued to the parents by Registered Post. Should the student fail to acquire an entry visa or for some other reason fail to arrive, the entire sum is refunded in full immediately. We charge no fee for this service and no interest is charged.