

# Payment information

ALL FEES ARE DUE ON OR BY THE FIRST CLASS OF TERM PLEASE.

**Internet banking:** You may pay directly into the **Artemis Studios Performing Arts School** account with HSBC, using sort code 40- 31- 05 and account number 02110385 (please note - *this is a new account as of September 2014*). Please state your /your child's name and invoice number in the reference line in order for the payment to be allocated to your account. Please allow 4 business days before the due date shown on your invoice.

**Cards:** We are happy to accept all major credit and debit cards. These are also used for spilt payments (card details must be given in advance and a date(s) for payments agreed).

**Childcare vouchers:** We have refreshed our Ofsted number (\*May 2015)- please let all CCV providers know the new details before making any payments post April 2015. The new/current/ 2015 registration number is: EY487504.

**Cheque:** Please make all cheques payable to Artemis Studios and bring to the first class or post to Artemis Studios, C/O South Hill Park, Ringmead, Bracknell, Berkshire, RG12 7PA. Please write your name or your child's name and invoice number on the reverse of the cheque. Please include your email address if you wish to have email confirmation of receipt of payment.

**Cash:** Please don't pay cash unless you really need too. We will becoming cash free over the next year (our bank is now charging both a flat fee and percentage for cash deposits!). **If you do pay cash** - please place all money in an envelope bearing your child's name and invoice number. Please give to your teacher and ask for a cash receipt to take away.

## Late payment charge:

If your bill remains unpaid past the last day of term an administration charge of £25 may be added and will be due with the invoice. This is to cover the additional staff costs of chasing payments.

**Notice to withdraw:** A half term's notice (on or by week six) in writing must be given to withdraw your child from any class or a half term's fees (6 weeks) will be charged in lieu.

**Payment by instalments:** You can pay for a full term in up to three payments by Cheque, Standing Order, Card or Childcare Vouchers. Please complete a fresh split payment form each term, giving dates payments will be made. *Please note - we do not accept cash spilt payments as deadlines are frequently missed this way.*

**Scholarships:** All bursary places are currently taken. We are actively looking for sponsors and grants to extend this provision for those in need (all are currently unfunded, and costs come out of the directors salary). If you or your company would like to help a child who may be subject to temporary or permanent struggles to pay for provision - please do get in touch - we are happy to promote you as a thank you!

**Thank you for choosing Artemis - we truly appreciate your custom!**