



## BPDC Payment Terms and Conditions

We are committed to making sure your child's experience at BPDC is both nurturing and well organised. To help with this, we've attached our payment terms and conditions, which outline important details about our billing and class scheduling policies.

### Fee Payment Overview

- **Payment Schedule:** Fees are paid monthly and evenly distributed over 12 months.
- **Invoicing:** Invoices are sent through our admin system - Class Manager. A login, profile and payment card must be set up on enrolment.
- **Trial Lesson:** The first introductory lesson is free (children's classes only).

### Class Policies

- **Non-Transferable:** Classes are per student and cannot be transferred to others.
- **No Refunds:** No refunds for missed classes.
- **Class Cancellations:** If a class is canceled, it will be rescheduled or credited to the account.

### Monthly Payments:

- Billing is monthly via stripe.
- Payment will be taken on the 1st of each month automatically.
- Fees are distributed over 12 months.

### Refunds and Class Credits:

- No refunds for absences or holidays during term time.
- Bank holiday schedules may vary.
- In case of closure, we aim to reschedule or offer a class credit.

### Late and Missed Payments:

- £10.00 charge for missed/failed payments (after 3 attempts)
- £25.00 late payment fee if the balance remains unpaid 14 days after the due date.
- Services may be refused if accounts are in arrears after 14 days.

### Notice Period:

- To change your class selection or to terminate enrolment, a 4-week notice period is required.
- All notices must be sent via email to [info@bpdcompany.net](mailto:info@bpdcompany.net). Notices in other formats will not be accepted.

These terms and conditions are designed to ensure a smooth and transparent relationship between BPDC and your family. Should you have any questions, please don't hesitate to get in touch.

Best wishes,

Bronia Robinson