

# Miniver Academy

## Admissions and Fees Policy

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

### Registration

If a place is available, the child will be invited to attend the club for a free session. The child will only be able to attend Miniver Academy as soon as the completed forms are received.

If no places are available, the parent or carer will be informed and the child's name added to the waiting list. As soon as suitable places become available parents or carers will be informed.

### Booking procedure

Parents or carers must complete the necessary paperwork, i.e. registration, medical, privacy notice before their children can attend the club.

- **Permanent place:**

For each half term, if a child does not attend a session for any reason, you will still be charged for missed sessions. If you wish to cancel the place altogether, notice is required in advance of the next half term.

### Fee structure

- Fees are charged at £6 per hour session.
- Fees are payable in advance before the first week of the half term for the entire half term.
- Invoices will be sent via email before the start of the first session each half term.
- Fees are paid by bank transfer.
- Fees are charged for booked sessions whether the child attends or not.
- Refunds will not be given.

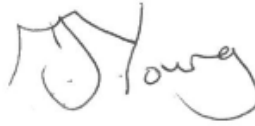
### Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the club leader.

If fees are not paid, Miniver Academy will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they get in contact with the club leader as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at Miniver Academy being withdrawn.

If the fees remain unpaid after all the above options have been explored, Miniver Academy may have to cancel the child's place.

This policy was adopted by: Miniver Academy	Date: 08 August 2022
To be reviewed: 08 August 2024	Signed:  Megan Young