



PAYMENT TERMS & CONDITIONS

Updated September 2026. These revised payment terms will take effect from 1st October 2026. No late payment fees will be charged during September 2026 while families transition to the new Class Manager system.

1. Fee Structure

1.1 Fees at Footloose Performing Arts Ltd are calculated as an annual fee based on the number of classes attended across the academic year.

1.2 For convenience, annual fees may be divided into 11 equal monthly payments.

1.3 Monthly payments do not represent payment for classes attended in that specific month and do not correspond directly with the number of weeks taught in any calendar month.

1.4 Footloose Performing Arts operates on a term-time basis only, with approximately 35 teaching weeks per academic year.

1.5 Monthly payments continue during school holidays and breaks as they form part of the annual fee structure.

2. Payment Method

2.1 Fees must be paid via the school's approved payment method.

Approved payment methods are:

- Automatic payment from a valid card saved within the Class Manager portal
- A manual card payment using the "Make a Payment" option within the portal
- Card payments made in person at Footloose Performing Arts Ltd
- Cash paid directly to an authorised member of the Footloose Performing Arts team

2.2 Parents/carers who save a valid payment card authorise the payment due to be collected automatically on the 15th of each month.

2.3 Parents/carers who choose not to save a payment card are responsible for making a manual card payment through the Class Manager portal, or paying in cash, on or before the 15th of each month.

2.4 Cash payments must be handed directly to an authorised member of staff and will be recorded against the family's Class Manager account. Cash must not be left unattended.

2.5 If a parent/carer has a saved payment card but intends to pay in cash, the cash payment must be made before the automatic collection date. The parent/carer should notify Footloose Performing Arts Ltd in advance to prevent the saved card from also being charged.

2.6 Parents/carers are responsible for ensuring that their saved payment details remain valid and up to date.

2.7 Alternative payment methods will only be accepted where agreed in advance and confirmed in writing by Footloose Performing Arts Ltd.

3. Payment Due Dates

3.1 Payments are due on or before the agreed monthly payment date – 15th of each month.

Payments may be collected automatically from a valid card saved within the Class Manager portal. Parents/carers who choose not to save a payment card are responsible for making a manual payment through the portal by the payment deadline.

3.2 Parents/carers are responsible for ensuring that their payment details remain valid and that sufficient funds are available. Failure of an automatic payment does not alter the payment deadline.

4. Late or Missed Payments and Associated Charges

4.1 If payment is not received by the due date, Footloose Performing Arts Ltd reserves the right to:

- issue payment reminders
- apply a late payment fee of £10 per week, or part of a week, that the payment remains outstanding
- suspend the student's attendance at classes until the outstanding balance and any applicable late payment fees have been paid
- restrict participation in performances, competitions or examinations
- withdraw a student's place where non-payment continues

The first late payment fee will be applied after the payment deadline has passed. Further late payment fees of £10 will be applied at weekly intervals until the outstanding balance has been paid in full.

Parents/carers experiencing difficulties making a payment must contact Footloose Performing Arts Ltd before the payment deadline. Any alternative payment arrangement must be agreed in writing.

4.2 Any costs incurred from failed payments or chargebacks may be passed on to the parent/carer.

5. Notice of Withdrawal

5.1 Four weeks written notice must be provided to withdraw a student from classes.

5.2 Notice must be submitted in writing by email.

5.3 Monthly payments remain payable during the notice period whether classes are attended or not.

5.4 If notice is not provided, Footloose Performing Arts Ltd reserves the right to charge fees due for the applicable notice period.

6. Missed Classes

6.1 Fees are payable regardless of student attendance.

6.2 No refunds or credits are provided for:

- illness
- holidays
- personal commitments
- missed sessions
- closure due to acts of god

6.3 Refunds for cancelled classes will be considered only where cancellation is initiated by Footloose Performing Arts Ltd and no suitable alternative or make-up session is offered.

7. Additional Charges

7.1 Separate charges may apply for:

- examinations
- costumes
- performances and shows
- competition entries
- workshops
- uniforms and merchandise

7.2 Parents/carers will receive reasonable notice of additional charges where possible.

8. Price Reviews

8.1 Footloose Performing Arts Ltd reserves the right to review and amend fees annually.

8.2 Reasonable notice will be given before fee changes take effect.

9. Exceptional Circumstances

9.1 Footloose Performing Arts Ltd reserves the right to consider exceptional circumstances at management discretion.

9.2 Any exceptions or payment arrangements made do not create an ongoing entitlement.

10. Acceptance

By enrolling a student at Footloose Performing Arts, parents/carers confirm that they have read, understood and agree to these Payment Terms & Conditions.

Last Reviewed: July 2026