



Fees and Payment Policy

The Actor's Training Academy (hereby referred to as TATA) aims to keep fees and payment arrangements clear, consistent, and transparent across all programmes. By enrolling or booking a place with TATA, parents, carers, or adult participants agree to the fees and payment terms outlined in this policy. This policy applies to all sessions, including academy classes, 1:1 sessions, workshops, clubs, and school-based provision where fees are payable directly to TATA.

Fee Structure

Fees vary depending on the type of provision, including:

- Academy classes and group training including LAMDA or Arts Award
- 1:1 tuition session including home school, LAMDA or Arts Award
- Workshops and short courses
- School-based extracurricular clubs
- LAMDA tuition delivered in schools

Current fees will be communicated at the point of booking or registration.

Payment Terms

Unless otherwise stated:

- Payment is required in advance of sessions
- Fees must be paid by the agreed due date, prior to the commencement of the term
- A place may not be held without payment
- Continued attendance is dependent on payment being up to date

We reserve the right to suspend or withdraw participation where payment has not been received in line with agreed terms.

Where payment cannot be made, parents, carers, or participants must make contact at the earliest opportunity to discuss and arrange alternative payment options where appropriate.

School-Based Provision

For school-based programmes, including LAMDA tuition and extracurricular clubs:

- Payment arrangements may be agreed directly with the school or with parents/carers, depending on the setting
- Where schools administer payments, their payment policies may also apply
- Where payments are made directly to TATA, the terms in this policy apply

Missed Payments

If payment is not received by the due date:

1. A reminder may be issued
2. Missed payments may incur additional administrative costs
3. Continued non-payment may result in suspension of participation
4. Ongoing non-payment may result in termination of the place in line with our Termination and Notice Policy

We aim to resolve payment issues fairly and professionally wherever.

This policy was adopted by: The Actor's Training Academy	Date: 1 st July 2026
To be reviewed: 1 st July 2027	Signed: GWELFARE