

## **Speech and Drama Classes**

### **New Students**

- New Students are invited to one free trial lesson at Ellendel. If a place is offered to the student, parents must pay for the rest of the classes in that half term before the student's next lesson.

### **Tuition and Fee payment**

- Class fees must be paid half termly or termly, whichever you prefer. A half term is usually 6 weeks.
- Fees can be paid through ClassforKids or directly to the Ellendel Bank account, Please reference your child's name and email Ellendel to let us know if you pay into the account directly.
- All tuition and fees are due in full before the beginning of each half term.
- Late Payments: A late fee of 10% will be added to any fees that are not paid by the deadline. This late fee will continue to accrue on a monthly basis until the balance is paid in full.

### **Notice to Stop Attending**

- A minimum of half a term's notice is required if a student will not be returning to Ellendel School. This notice must be provided in writing (by email).
- We depend on parents giving us notice on time. If adequate notice is not given, the parent or guardian is responsible for paying the full fees for the upcoming half term, regardless of whether the student attends or not.

## **English Tuition**

- Tuition fees can be paid in monthly blocks or termly blocks.
- 48 hours' notice is required if you need to change a class. We will accept shorter notice periods in some circumstances and will do our best to change class times where we can.
- Fees are non-refundable for very late notice and if a student misses their session without communication.

## **Creative Writing**

- Students are welcome to one trial lesson before signing up to a block of lessons. The cost of a trial lesson is £25
- Creative Writing classes are in blocks of 7. Full fees are due before the start of the course.
- Students are enrolled automatically to the next block of classes unless we are given notice that the student is not taking the next block.

**This policy is effective as of 1<sup>st</sup> September 2024. By enrolling in Ellendel School, students and their guardians agree to the terms outlined in this Refund and Notice Policy.**