

## Payment Terms and Conditions

By enrolling in classes at Sarah Moore Dance, you agree to the following terms and conditions:

### 1. Payment Structure

- Monthly payments are calculated based on the number of classes within the given month.
- Payments are taken automatically each month on the 1<sup>st</sup> of the month via the card details provided.
- Invoices are issued automatically, and payment is collected at the same time.

### 2. Payment Method

- All monthly payments must be made via our secure autopay system.
- To set up monthly payments, you must submit your card details either online, over the phone, or in person with Sarah.
- You are responsible for ensuring your payment details remain up to date, it is possible to 're-enrol' with a new card at any time using the enrolment page on our website [www.sarahmooredance.co.uk](http://www.sarahmooredance.co.uk)

### 3. Notice Period

- For cancellations we ask for a minimum of 30 days' written notice. Payments will be processed for one additional full month's payment from the date of written notice, during which participants may continue attending classes. This policy remains consistent under all circumstances.
- Notice must be submitted by completing the class amendment form provided by Sarah Moore Dance (the link is included in every newsletter and invoice email as well as on all the class information pages on the website).
- No refunds or partial credits will be issued for non-attendance or part-month withdrawals.

### 4. Class Pauses

- If you are unable to attend classes for three consecutive weeks or more (e.g. due to travel, surgery, or illness), you may request to pause your payments.
- A minimum of one month's written notice is required to pause payments, with completion of our class amendment form,
- Pauses are only granted for future absence, not retrospectively.

### 5. Missed Classes & Make-Ups

- If you are absent for two weeks or fewer, you may request to attend an alternative class (subject to availability) as a make-up.
- Make-up classes must be arranged with your teacher in advance and used within the same term.
- Missed classes are non-refundable and cannot be carried forward.

### 6. Public Holidays & Scheduled Breaks

- Monthly fees reflect planned breaks and holidays (e.g. half-term, Christmas), and these are reflected in the monthly invoice.
- You will not be charged for weeks when classes do not run as part of the regular term calendar.

### 7. Class Changes or Cancellations

- In the rare event that a class is cancelled by Sarah Moore Dance (e.g. teacher illness, venue issue), you will be offered a suitable make-up class or credit for that session.

### 8. Responsibility

- It is your responsibility to inform us of any changes to your circumstances that may affect your attendance or payment obligations.
- Failure to provide timely notice or update payment details may result in continued charges or loss of place in class.