

Trip/Music Lesson Deposit Payment

Confirmation receipt issued by Student Finance Reception or via email if online payment made

Pay in instalments as per set payment plan until trip paid in full – reminders are sent via email prior to due date

Receipts given per payment

Instalment deadlines missed

Trip/Lesson paid in full - end of payment plan

Email reminder sent after missed payment– timescale dependent on trip

Payment still not received
Debt Letter 1 issued

Payment still not received
by given date Debt Letter 2 issued

Debt passed to outside agencies to pursue further

Non-payment may affect future attendance on trips and events for the student and other siblings in the academy