



Dear Valued Student/Parent,

Payment Policy

Invoices for the new term will be emailed to you a few weeks prior to the term commencement. Please ensure we have your current email address. We would appreciate you communicating with us if you will be away during the term, this can be done via email to info@acpa.com.au

Please note that **payment for the upcoming term must be completed prior to the first lesson.** Students will not be able to participate if fees are not paid. **Invoices not finalised by this time will incur a \$15 late fee**

- **Credit Card payments will incur a 3% surcharge.** To pay via credit card please log into your account via www.acpa.com.au and proceed to the payments tab. If you have not set up a password please contact the office on 8346 9990 or info@acpa.com.au (*this payment will show up as a payment to Ezidebit on your statement which is our online credit card provider)
- Cash payments are to be put in an envelope, labelled with Students Full Name, class and amount enclosed and put into the payment box (this box is located on the floor next to the staff reception door). Please enclose correct amount. If overpayment is made it will be put as a credit onto your account.
- To pay via internet transfer:
Account Name: Australian Company of Performing Arts
BSB: 085745 **Account #:** 467124189
Reference: Students Full Name

If you intend to make payment on the first lesson of the new term please arrive at least 30 minutes before your class and re-enrol at the office where you can finalise your account. Students that have payments being made from both parents must inform us immediately if the invoice needs to be sent to 2 separate email accounts.

Payment Plans:

Please contact the office at least 4 weeks prior to the term commencing to see if you are eligible. Payment plans incur a \$10 monthly administration fee

Cancellation Policy:

We do not offer make up lessons for classes missed. If you have a change of mind and do not wish to continue your lessons will be forfeited. Please note we do not offer refunds.

Office Hours:

Monday – Friday 10am – 4.30pm

Saturday 8.45am – 12.30pm

(First 2 weeks of term the office will be open til 8.45pm Monday to Friday & 8.30am – 2pm Saturdays for re-enrolments)

Kind regards,
ACPA Accounts Department