



July 2020

Dear Parent/Guardian

RE: Music Tuition – Change in Payment Terms

After a review by the Academy Governing Board, the Academy has decided to change the terms of payment for small group music tuition.

From September 2020 all music lesson will now have to be paid upfront before any lessons can take place.

The Academy currently heavily subsidises the small group tuition to ensure we can maintain low termly fees for our students, and this change is to ensure this can continue and that all fees due are paid to the Academy.

All future invoices will need to be paid for before lessons commence. You will receive an invoice 2 weeks before the term starts and you will have 14 days to pay the invoice by bank transfer. Failure to pay the invoice on time will result in your child being removed from the music register for the following term. This will start with fees due prior to the new academic year ready for start in September

Please note that any outstanding invoices from 2019/20 will also have to be paid in full before your child can start a new term of tuition

If you have any queries regarding this matter, please do not hesitate to contact the finance office on telephone number 0161 688 3903.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Sharples'.

Helen Sharples
Finance & HR Manager