

Fees & Payment Policy

1. Policy Statement

Clever Clogs Academy is committed to providing high-quality tuition with transparent, all-inclusive pricing. This policy outlines our fee structure, payment schedules and procedures regarding cancellations and missed sessions. By registering your child with us, you agree to adhere to these terms.

2. Fee Structure

Our fees are all-inclusive, covering tuition, resources, homework, progress reports and parent communication.

Programme	Session Details	Fee (Per Session)
11+ Transfer Test (Years 4-5)	90 Minutes	£50
Maths & English (Years 4-6)	90 Minutes	£40
Maths & English (Years 1-3)	60 Minutes	£30

Fees are subject to annual review. We will provide at least 4 weeks' notice of any changes to fee rates.

3. Payment Terms

- **Deposit:**** A deposit equivalent to one month's tuition is required upon booking to secure your child's place and is considered an advanced payment towards your first full month's tuition fees, not an extra fee.
- **Invoicing:**** Invoices are issued by the 15th of each month for the following month's tuition.
- **Due Date:**** Payment must be received in full by the 1st of the month in advance of tuition taking place.
- **Methods:**** We accept payment via Bank Transfer or Cash.

Clever Clogs Academy

41 Turnham Close, Winslow, Buckinghamshire, MK18 3GQ | contact@cleverclogsacademy.com | 01296 711786

4. Late Payment

Prompt payment is essential for the smooth running of the Academy.

- **Overdue Invoices:**** If payment is not received by the 1st of the month, we will send a reminder.
- **Suspension of Tuition:**** If fees remain unpaid for more than 10 days past the due date, we reserve the right to suspend tuition until the balance is cleared.
- **Late Fees:**** We reserve the right to charge a £50 administrative fee if payment is 5 days late.

5. Missed Sessions, Cancellations & Attendance

Cancellation by the Client (Parent/Guardian)

- **48-Hour Notice:**** If you need to cancel a session, you must give at least 48 hours' notice.
- **Charges:****
 - Cancellations made with more than 48 hours' notice: No charge (fees will be adjusted/credited to the next invoice).
 - Cancellations made with less than 48 hours' notice: The full fee for the session remains payable. This applies to sickness, appointments, or other personal commitments.
- **Exceptions:**** The Academy may, at its sole discretion, waive the fee in genuinely exceptional or extenuating circumstances.

Regular Absences

- **Consistency:**** Regular attendance is vital for your child's academic progress and to maintain the group dynamic.
- **Review of Place:**** As we often have a waiting list, holding a space that is not being used prevents another child from accessing support. If attendance falls below 80% over a term (even if these missed sessions are paid for), we reserve the right to review and potentially withdraw the student's place at the Academy.

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Late Collection

Late collection impacts our ability to run subsequent sessions or personal commitments. We reserve the right to charge a late collection fee of ****£20** for every 15 minutes** over the agreed collection time as per the Tutor-Client Contract.

Cancellation by the Academy

If Clever Clogs Academy must cancel a session due to illness or emergency, you will not be charged. We will aim to rearrange the lesson at a mutually convenient time or credit the fee to the next month.

Technical Failures (Online Tuition)

- **Client Fault:**** If a lesson cannot proceed due to the failure of the student's device or internet connection, the lesson is chargeable.
- **Academy Fault:**** If the failure is due to our device or internet connection, the lesson is not chargeable.

6. Notice Period for Withdrawal

- If you wish to withdraw your child from Clever Clogs Academy permanently, we require ****four weeks' written notice****.
- Fees remain payable during this notice period, regardless of attendance.
- If less notice is given, four weeks' fees will be charged in lieu of notice.

7. Refunds

- **Missed Sessions:**** No refunds are given for sessions missed by the student with less than 48 hours' notice.
- **Termination:**** Upon proper termination of the contract (with 4 weeks' notice), any surplus fees will be refunded to you within 14 days of the final session. If the contract has been terminated as a result of the rules of the behaviour policy being broken, no refund will be given.

Signed: _____ Date: October 2025

Name: Mathew McArthur

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