

**LATE PAYMENT**

 We will be grateful if you could ensure that you are prompt with your monthly invoice/fees.

If we have not received payment within five days of the due date, we will issue a gentle reminder. If no payment has been made by the 10th day following the original invoice, we reserve the right to implement our standard procedure detailed in our terms and conditions. If no payments have been received at this point, we reserve the right to cease tutoring your child and seek legal advice from our solicitors.

If for any reason you find yourself struggling to make payments, please contact the manager to see if we can make a suitable arrangement that will work for all involved.