



**Braintree
COMMUNITY
CENTRE**

Class Fees Changes

We are pleased to have been able to hold back any increase in class fees from 1st April until **1st June**, at which point the basic class fee will rise to **£6.50**.

We also have to move towards advance payments and payment by card.

***For the summer term only,
you can make an even greater saving as an introductory offer!***

Pay just £46 for the whole summer term
– a saving of £8 when compared to the current rate,
and a saving of £12.50 when compared to the new rate if you were to pay weekly.

**To get this great deal you need only make an advance payment for each half term -
- the first for four weeks at £24 and the second, four weeks later, for only £22!
Totalling just £46!**

**At the old rate this would be nine weeks at £6, a total of £54.
At the new rate this would be nine weeks at £6.50, a total of £58.50.**

If your class will run for less or more weeks, there will be an adjustment of £6 per class.

This offer is only open to existing users!

Please note that from 1st April 2018, we will only accept payment in advance for a block of classes (minimum half term). There will be a reduction for payment for a whole term.

We hope that these concessions will ease the pain of moving to payment in advance, which will help us cut down on administration.

From 1st June 2017: New users will pay £54 by card in two amounts for June and July (summer term).

Existing users paying per week will pay £6.50 per class – but we would advise you to take advantage of the offer above for the summer term!

From 1st September 2017 – 31st March 2018: 6 week half term will be £30 paid by card/cash in advance – a saving of £9 compared to paying weekly. Adjustments will be made as necessary if classes run for less or more weeks.

Continue paying by each week and the cost will be £6.50 per class.

From 1st April 2018: All payments to be in advance (half term) – it will no longer be possible to pay weekly.

Absence from a class in a pre-booked series will not entitle you to a refund.

The Centre cannot afford to provide everything (a warm clean building with heating, tea urn, tables chairs and even a tutor) in the hope that enough people will arrive to pay for these facilities. Taking payment in advance is a policy common to almost every other Centre.

We are sure that you will have questions, and have tried to anticipate some of them here:

How far in advance will I need to pay?

You will need to pay in half term blocks (generally around 5-6 weeks) and payment will be required at the first class in a half term – although you will be able to pay earlier if you wish. We would suggest that if you haven't yet paid for your half term, you arrive early to the first class so that payments can be taken without disrupting the class (or be prepared to stay behind for a while at the end).

Will I be charged for paying by card?

You will not have to pay any additional fees for using your card to make payments with us.

What should I do if I will be on holiday for part of a term?

If you know in advance that you will be missing some of the weeks in a block of classes, you will have the option to pay weekly for just the classes you attend during that particular half term block, up until April 1st 2018 (note that for the summer term introductory offer you need to have booked the first half term to qualify for the second half term offer). From April 1st 2018 all classes will be pre-booked in half terms, and there will be no refunds or reductions for weeks not attended.

What if I miss a class/classes due to illness?

If you do not attend a class during a half term, there will be no refunds or reductions. In the case of long-term illness where none of the classes in a pre-booked block are attended, a full refund will be given. Other situations will be handled on a case-by-case basis.

Will I still have to pay the full amount if my class doesn't run throughout the whole of a half term?

If your class has less (or more) sessions in a half term than the standard, a suitable adjustment will be made to the cost of that block.

What happens if a new user wants to try out a class before committing to a whole half term?

New users will be able to "try" a class without charge and, if they choose to continue, pay for the remainder of the current half term block at the end of the class. If they choose not to continue, they will not be charged for the one session.

Room Hire

We will also be applying a deposit system to all users who are not Affiliated (or agreed by Management Committee) to cut down on the costs associated with people/organisations who book in advance and then cancel at very short notice.

All regular bookings must be paid with a week in hand as a deposit, until they qualify as an Affiliate.

All one-off bookings must pay a deposit of 10%, full amount must be paid four weeks in advance, with all cancellations attracting a fee. Minimum fee 10%, maximum fee 100%.

Questions ? 01376 323280 www.braintreecommunitycentre.org.uk