

# Peak

## Potters

Creative Studio

For office use only

### Payment Details

Individual sessions cost £12.00.

If you prefer, payment can be made in blocks per half term in advance at a reduced rate of £10.00 per session. For example, a half term lasting 5 weeks would cost £50.00.

Each half termly fee will be calculated and you will be notified of the full amount towards the end of the preceding half term.

When you start a course for the first time, the payment is due by the first day.

When paying in half-termly blocks, unfortunately there can be no refunds for a missed session, but the chance to attend a different session would be offered in the case of non-attendance due to illness.

There is an additional minimal charge to cover the cost of materials and firing, charged by weight per individual finished piece. This is calculated when a piece is ready to be taken home.

This small charge is to cover the disparity between someone working on small pieces such as jewellery or brooches, and someone creating larger work such as sculptures or pots.

Payment is gratefully received by either BACS transfer, cheque or cash.

Please make cheques payable to Helen Jacobs.

For transfers, the bank details are as follows:

Helen Anne Jacobs

HSBC

40-41-37

21107461

Ref: *your name*

Please read this statement and sign and date at the bottom if you agree:

I have read and understood the payment details and if appropriate I agree to pay the half termly fee in advance and understand that if payment is not made by the time the course resumes, I may jeopardise my place on the course.

I understand that should I wish to withdraw from the course I will endeavour to give 2 weeks notice and it is my responsibility to cease payment. (Any overpayment will be calculated and reimbursed in due course).

Signed:

Print:

Date: