



Danielle Brame Whiting  
XtrAct Drama Academy  
ABN: 56490507354  
0413392802  
info@xtract.com.au

# Payment Policy for XtrAct Drama Academy

## Fee Schedule

### XtrAct Troupers and Scene Partners (1 hour class)

First Child \$120/term    Second Child \$100/term    Third Child \$90/term

### XtrAct Players (1.25hr class)

First Child \$150/term    Second Child \$120/term    Third Child \$100/term

### Barnstormers, Boardtreaders and Perfect the Prep (1.5hr class)

First Child \$180/term    Second Child \$150/term    Third Child \$120/term

1. Tenured Students receive a 10% discount on the full class price.
2. We are a registered provider for Creative Kids Vouchers. To apply the voucher to our classes please supply XtrAct with the students name EXACTLY as it appears on the voucher, the voucher number, and the students date of birth.
3. XtrAct Drama Academy uses Squareup for its online invoicing. This will give you two options for payments. The first is to click the payment button in the emailed invoice and pay by card OR use our bank account details provided in the body of the invoice to directly transfer your fees. Please note that you can not contact XtrAct by clicking reply on the invoice email as it is coming from an external system.
4. New Students
  - a) A trial period is offered for all classes at the beginning of term one. It can also be applied to the Troupers and Players classes at the beginning of term 3 and 4, and the barnstormers and boardtreaders after their major performance in term 3. New students may conduct a trial in the Scene Partners class at any time of the year.
  - b) Fees covering a 3 week trial (\$60) must be paid prior to the students first class.
  - c) After the 3 lesson trial, parents/guardians should confirm with Danielle Brame Whiting a student's intent to continue attending XtrAct classes. Continuing students will need to pay the balance of the term prior to returning the following week.
5. Returning XtrAct Students
  - a) Fees must be paid in full by the end of week two of the XtrAct term
  - b) Payment arrangements must be applied for and organised with the owner of XtrAct, Danielle Brame Whiting (info@xtract.com.au), in writing, prior to the end of week two of the XtrAct term. Payment arrangements are only available to students who have studied with XtrAct Drama Academy for at least one term.



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- c) A late fee of \$15\* will be charged for fees received after the end of week two, unless a payment arrangement has been approved in writing by Danielle
- d) If fees for a student have not been received by week 5 of the XtrAct term, and no attempt has been made to establish a payment arrangement with Danielle, that student's enrolment for the following term will be suspended\* until a payment or payment arrangement has been made with Danielle Brame Whiting. A notice of this will be sent via text and email.

\*The suspension clause was added due to the increasing number of non-payments in 2018 and 2019.

\*Late fee payment clause was added due to the financial and time expense incurred by XtrAct in chasing late payments where no payment arrangement has been agreed upon.

\*It is XtrAct Drama Academy's intention to keep costs low for our families whilst honouring debts incurred in our day to day operations. In order to do this, we have constructed the above payment structure and policy.