

NATD

National Association of Teachers of Dancing

NATD Invoicing Policy

1 General Scope

This policy document covers the invoicing for all provision accredited by National Association of Teachers of Dancing (NATD) and for all provision offered by NATD as an awarding organisation recognised by Ofqual and CDMT. Exceptions may be approved separately to this document and will be confirmed in writing by Head Office.

2 Operating year

The NATD operating year runs from 1st April to 31st March.

3 Fees and Charges

NATD Fees and Charges are published annually, available from Head Office and on the Teachers' Area of the website

4 Examination Session Fee

4.1 Charge for:

- The provision of an examiner as specified by the entering teacher to assess learners.
- The issuing of report forms and certificates and awards as specified for the individual examination.
- The administration procedures to support the examination process.

4.2 Issue of invoice: the invoice will be sent via - e-mail - to the entering teacher up to 10 working days - of Head Office receiving the completed report forms from the examiner. Times may vary depending on the number/size of sessions being processed.

4.3 Payment terms

Payment is by bacs/credit or debit card.

If payment is not made within 28 days, the Teachers' discount is not given.

Payment must be made in full before reports, certificates, awards are dispatched.

4.4 Information on the invoice and included with the invoice:

The invoice will contain the following information:

- Itemised cost of the fees for the examination session.
- Statement of any Teachers' discount to be deducted.
- Post/packing charges
- Details of the relevant NATD membership fee applicable for the remaining year if an Associate entry professional examination is taken

January 2022

5 Annual Membership Fee

5.1 Charge for: an annual fee to registered members.

The annual fee covers the costs of:

- Support and advice from NATD on curriculum development and accreditation
- Administrative support
- Access to events eligible for Continual Professional Development (CPD)
- A regular Bulletin

5.2 Issue of invoice: the invoice will be sent to the member in December prior to the new membership year, which commences on January 1st.

5.3 Payment Terms: the invoice must be paid in full within 30 days of the date of the invoice. Direct debit is the preferred form of payment. Payment by bacs/Credit/Debit Card is available by calling Head Office

5.4 Information on the invoice and included with the invoice:

The invoice will contain the following information:

NATD– Annual Membership Fee and the year that the fee applies to.

No additional information will be sent with the invoice.

Direct Debit Form attached as the preferred option

6 Replacement Certificate fee

6.1 Charge for: replacement certificates where the original certificates have been lost/ damaged or due to teacher's error.

A full explanation of the reason for the request must accompany the request.

6.2 Issue of invoice. N/A Payment must accompany the request

6.3 Payment Terms Not Applicable

7 NATD Franchises

Non-examination programme options for teachers such as Early Movers and Diamond Dancers have a registered logo and are offered via a Training Course and subsequent annual fee separate to the annual Membership fee.

8 Other charges

Other charges for services agreed with NATD will be levied at the discretion of the NATD Chief Executive Officer. These will be agreed in advance with the organisation or individual and will be invoiced within 15 working days of this agreement or where otherwise agreed with the organisation or individual and the invoice must be paid within 28 days of the date of the invoice

9 Review

This policy is reviewed annually by the GP and Finance committee in September