

Invoices and Late Payment Fees

Invoices are sent on the first working day of the following month. For example, lessons taught in March will be invoiced on the first working day of April.

Payment can be made via secure online payment through our payment provider, **Crezco**, or by BACS (bank transfer). If paying by BACS, please include the invoice number in your payment reference.

Bank Details (for BACS payment)

Santander

Caledonia Tutors

Sort Code: 09-01-29

Account Number: 40044648

Reference: Invoice number

Invoices must be paid within 14 days of receipt of the invoice.

0-14 days

Payments made within 14 days of receipt of the invoice will not incur a charge.

14-21 days

A late payment fee of £10 will be charged for invoices paid 1-7 days late.

21-28 days

A late payment fee of £30 will be charged for invoices paid 8-14 days late.

>28 days

Lessons will be temporarily paused until the overdue balance + £30 late fee is paid.

Notes

- Late payment fees will be forgiven on one occasion.
- A reminder will be issued 10 days after the invoice has been sent.
- Late payment fees will be due on the following month's invoice.