

Policy: Diamond Membership Policy		
Date Adopted: 25 th July 2026	Date of last review: 23 rd August 2025	To be reviewed next before/on: September 2027

1. Purpose of Policy

This policy outlines the terms, conditions, expectations, and payment requirements for the PADA Diamond Membership and Sibling Diamond Membership. It ensures clarity for parents, carers, and students regarding entitlements, responsibilities, and procedures associated with the membership.

2. Eligibility

2.1. Diamond Membership and Sibling Diamond Membership are available exclusively to students who are part of the **PADA Performing Team**.

2.2. Membership remains active on a rolling monthly basis unless cancelled by the parent/carers.

3. Membership Fees

3.1. The Diamond Membership fee is **£110 per month**, distributed across 12 months, totalling **£1,320 annually**.

3.2. The Sibling Diamond Membership fee is **£150 per month** for two siblings from the same household, distributed across 12 months, **totalling £1,800 annually**.

3.3. Monthly payments are due **before the student's first class each month**.

3.4. Parents/carers may set up a **direct debit for the 1st of each month**.

4. August Payment Requirement

4.1. Diamond Membership fees are charged across **all 12 months**, including August, even when no term time classes are scheduled as the payments are **divided by the annual cost of the membership**.

4.2. **If the Diamond Membership payment is missed in August**, the student will be **automatically removed** from the Diamond Membership.

4.3. Students removed due to a missed August payment may **only rejoin from January**.

4.4. Settling the missed August payment reinstates eligibility immediately.

5. Membership Benefits

Diamond Members receive:

- Unlimited classes (must be enrolled to attend)
- Top priority on class waiting lists
- Optional classes & workshops during school holidays included
- Early access to new class enrolments
- 15% discount on PADA Online Store
- Costume hire included
- Access to Acrobatics Arts Level Video Syllabus on MyAcroApp

6. Enrolment Procedures

- 6.1. Diamond Members must enrol for all classes and workshops through the PADA Portal.
 - 6.2. Diamond Members may disregard displayed pricing when enrolling.
 - 6.3. Priority on waiting lists is granted once the student is enrolled on the waiting list.
-

7. Cancelled Classes

- 7.1. Diamond Members are **not eligible for refunds or credits** for cancelled classes.
 - 7.2. If the academy is closed for an extended period, payments will be credited.
-

8. Failure to Pay

- 8.1. Failure to pay monthly Diamond Membership fees follows the same overdue invoice procedures outlined in the PADA Payments Policy.
 - 8.2. Late fees, reminders, suspensions, and potential expulsion apply equally to Diamond Members.
 - 8.3. If experiencing financial difficulty, parents/carers must contact PADA **before** the invoice due date.
-

9. Leaving the Diamond Membership

- 9.1. Diamond Membership may be cancelled at any time by the parent/carer by email.
 - 9.2. Refunds follow the same rules as class fees:
 - Refunds issued only if withdrawal occurs **before** the invoice due date.
 - No refunds after the due date.
-

10. Policy Review

This policy will be reviewed annually and updated as required.

Phoenix AcroDance Academy staff are responsible for the implementation of this policy and for ensuring that it is reviewed annually and updated as required. **Next Review: September 2027**

Signed R. Walker Date 25/07/26
Print Name Robert Walker Position Principal