

Policy or Procedure Title: LAMDA/HE 01	LAMDA Invoicing Policy – Arrangements for LAMDA Drama School and LAMDA Examinations
Version: V03	
Owner: AP (Head of Finance)	
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This policy document covers the invoicing processes for LAMDA.

LAMDA publish the following charges annually:

- Tuition Fees
- Audition Fees
- LAMDA Examinations Fees List (UK only)
- Publications
- Merchandise
- Workshops, Courses and Masterclasses
- Directory of LAMDA Teachers (DLT) Membership

Customers can view our charges and download our fees lists from the LAMDA website www.lamda.ac.uk. Note: all other Examinations Fees lists (Non-UK) are available on request.

LAMDA Drama School

The Finance Department will generate invoices for external transactions including but not exclusively:

- Student Fees, including fees paid by American Universities
 - Undergraduate Courses
 - Postgraduate Courses
 - Short Courses (including Semester Programmes)
- External room or theatre hire

In addition, invoices will be generated for internal purposes for the following:

- Income received from the Conservatoire for Dance and Drama (CDD)
- Student Loans Company (SLC) & Student Awards Agency for Scotland (SAAS) tuition fee payments (for Undergraduate, Postgraduate, and Short Courses)
- Professional and Career Development Loans
- Advanced Learner Loans

A receipt will be issued following confirmation and allocation of payment.

Paying LAMDA Drama School

LAMDA determine each applicants' fees status based on the information provided in their applications. The Fees Status in turn determines the level of fees charged for courses, loans and other forms of financial aid available to students.

To secure a placement on a course, you will either need to pay in full at the time booking, or for some courses, wait for confirmation that your application has been successful, and a place reserved for you. In these instances, you will need to pay a deposit within 5 working days of receiving an acceptance email from LAMDA, and then pay the remaining balance for the course within 21 days.

For further information on what funding is available, please visit these pages on our website:

- [Student Funding](#)
- [Fee Waivers and Bursaries](#) – for first round and recall auditions
- [Scholarships and Bursaries](#) – to support placement on courses
- [Disabled Students Allowance](#) – a government grant to help cover extra costs as a result of a disability (inclusive of long-term health condition, mental health condition or specific learning difficulty)

If you need any further information, please visit the UK Government website or get in touch with our Admissions Team via advice@lamda.ac.uk

LAMDA Examinations

The Examinations Department will generate invoices for external transactions including but not limited to:

- Examination Fees, including administrative charges (see relevant fees list)
- Courses and Workshops
- Publications
- Merchandise
- Directory of LAMDA Teachers (DLT) Membership

LAMDA assign specific fees lists every academic year to each country. The fees list covers examination taking place between 01 August and 31 July of the following year. All examination fees will be charged according to the relevant fees list and are payable at the point of exam entry. Any additional administrative charges incurred must be paid within 30 days of receipt of an adjusted invoice. Entries will not be accepted without full fee payment prior to the event closing date (6 weeks prior to the event start date for UK in-person and ROA Events and 8 weeks prior to the event start date for International in-person events).

Fees are also payable in advance for all LAMDA Examinations workshops, courses, publications, merchandise, and Directory of LAMDA Teacher (DLT) membership.

Paying LAMDA Examinations

Private Centres entering learners using LAMDA's online examination system, ExamTrack will be able to view examination costs as separate line charges as well as the total fees owing. In addition, Private Centres will be able to download a PDF of the event invoice and balance report (see our [How to Guides](#)). Payment for examination fees can be made online using the credit / debit card payment gateway. Alternatively, payment can be made by BACS, quoting the payment reference on the invoice, so that payment can be allocated.

Customers entering learners at our UK Public Centre and Remote Online Assessment (ROA) events will need to submit their entries using the [webforms](#) on our website, and make payment separately. Payment can be made by Credit/ Debit Card via our [Public Centre payment gateway](#). Alternatively, customers can also pay by BACs. When paying, customers should ensure that correct references are used to enable us to identify their learners and allocate any payments received. Customers should either quote the learner's LAMDA PIN for individual learner entries, or name of the person who entered the learner for multiple learner entries. If unsure, please include the event date, location and the surname of the learner.

For further guidance on [How to Pay](#) please visit our website or alternatively email exams@lamda.ac.uk

Publications, Courses, Workshops and DLT

Customers can purchase goods or services from our website www.lamda.ac.uk. A breakdown of the fees charged are viewable at the point of ordering. All fees are payable

in advance for orders submitted. On receipt of payment, LAMDA will issue a confirmation email and a receipt detailing the items ordered and fees charged.

Invoice Information and Payment Terms

Finance Department

Invoices produced will contain:

- Name and address of the payee
- Full organisational details
- Invoice date
- Invoice number
- Account number identifying the individual or organisation
- Description of the services provided
- Value of the invoice and currency used
- Payment details

Payment Terms:

All invoices from the Finance Department state that 'payment is due on presentation unless otherwise agreed'. Reminder invoices will be sent to the payee where payment has not been received.

Examinations Department

Invoices produced will contain:

- Name and address of the payee
- Full organisational details
- Invoice date
- Invoice number
- Centre Code and Centre Name identifying the organisation
- Customer Reference Number identifying the individual
- Payment Reference
- Description of the services provided
- Value of the invoice and currency used
- Payment details

Payment Terms:

All invoices from the Examinations Department state that "Fees are payable in full at the time of submitting examination entries" (6 weeks prior to the event start date for UK in-person and all Remote Online Assessment events, and 8 weeks prior to the event start date for all Overseas in-person events). Customers are advised to collect fees prior to entering learners to enable timely payment of fees.

LAMDA reserves the right to withdraw entries and apply sanctions where there is an outstanding balance due.

Payment of Fees

All payments must be made to **LAMDA Ltd**. LAMDA accepts payment by the following methods:

- Debit or Credit Card (AMEX is not accepted)
- BACS, electronic or online banking
- Credit Notes (Examinations Department only)
- Cheques - payable to **LAMDA Ltd**.
- Postal Orders – make payable to **LAMDA Ltd**.

LAMDA Bank Details

All payments should be made to LAMDA Ltd. Payment can be made by credit/ debit card (using the link issued or by paying over the phone) or by making payment electronically via BACS to:

Bank Name: Barclays Bank PLC Account Name: LAMDA Limited Account Number: 63900738 Sort Code: 20-00-00	Additional information for overseas banks: SWIFT / BIC: BARCGB22 IBAN: GB23BARC20000063900738
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Please note that you may incur administration charges if paying by credit/ debit card or due to exchange rates. When making payment, please ensure that you have factored this, so that you make full payment for the fees owed,

For any additional queries about invoices or how to pay LAMDA, please contact the Finance Department on accounts@lamda.ac.uk