

Policy or Procedure Title: LAMDA/HE 01	<b>Invoicing Policy – Including Specific Arrangements for LAMDA Examinations</b>
Version: V02	
Last Revised: 07.08.2018	
Review: 31.07.2019	

This policy document covers the invoicing processes for LAMDA.

### **Finance Department**

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

- student fees, including fees paid by American Universities
- 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.

### **LAMDA Examinations**

Exam fees are payable at the point of entry. Fees are also payable in advance to buy publications, merchandise, Directory of LAMDA Teacher (DLT) membership and workshops.

**Examination Fees** - Customers 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. Payment for examination fees can be made online using the credit card payment gateway. Alternatively, payment can be made by BACS or by cheque, quoting the booking reference number so that payment can be allocated.

Currently, for all other customers entering Learners outside of ExamTrack using paper based entry forms, payment can be made by Credit Card (over the phone payment), BACs or cheque. LAMDA will provide further updates on when ExamTrack will be available for all customers and how payment can be made.

**Publications & Summer Workshops** -booking and payment to be made online on LAMDA's website.

### **Fees and Charges**

**The following charges are published annually:**

- Tuition fees
- Audition fees
- Examinations fees
- publications
- merchandise
- workshops
- DLT membership

The UK Examination fees list for LAMDA is available to download from the LAMDA website: [www.lamda.ac.uk](http://www.lamda.ac.uk). For all other countries, relevant fees lists are available on request.

All payments must be made to **LAMDA Ltd**.

LAMDA accepts:

- Debit or Credit Card
- BACS, electronic or online banking
- Cheques - payable to **LAMDA Ltd.**
- Postal Orders – make payable to **LAMDA Ltd.**

### **Invoice information**

Invoices produced by the Finance Department 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

### **Pro-forma Invoices produced in ExamTrack for LAMDA Examinations will contain:**

• name and address of payee	• full organisational details
• invoice date	• centre name
• centre code	• first date of examination event
• teacher reference	• unique reference booking number
• amount due and currency used	• payment details

### **Payment terms - Finance Department**

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.

### **LAMDA Examinations**

Invoices are available within the ExamTrack booking system. Full fee payment must be received by LAMDA at least six weeks (UK) and eight weeks (Overseas) in advance of the date of the first scheduled examination event.

LAMDA reserves the right to withdraw Examiners and withhold examination certificates where there is an outstanding balance due.

Head of Finance - 7<sup>th</sup> August 2018