

Billing Procedure – Oscar

Since the beginning of 2016 have been working closely with Enrolmy to provide a robust system for the management of Oscar Before and After Care. In term 1 2016 we moved to weekly invoicing but acknowledge that this didn't suit a number of parents. In term 2 2016 we moved back to invoicing twice a term as we had done previously. Please find below the updated process.

1. Before the beginning of the next term, please ensure that your account is up to date for the coming term as per our Terms and Conditions.
2. In the second week of term you will be sent a deposit request (DR) that will include your bookings for the first five weeks of term. You will be required to pay this within 7 days unless you have set up a special arrangement with us.
3. After the first five week period has concluded we will wash up all the bookings, adjust the invoice as necessary and notify you of any extra payments due (due to extra sessions attended) or credit recorded (due to non-attendance within our terms and Conditions). Then the invoice (IN) will be sent out to you.
4. This process will then repeat for the second half of term but may be for a four, five or six week period depending on the length of term.