



Title	SILVER MATERIALS ACCOUNTS v3 July 20
Event Code	All codes
General	<p>As an enrolled student you may, if you choose to, purchase silver and other materials from Community Arts' stock during classes. There is no obligation to buy from us.</p> <p>If you do wish to purchase, the 'silver account' is the way we keep track of stock sales and payments. At the first class, or whenever you first buy materials from us, you open an account with a deposit –£10-£15 (by cheque given to tutor in class or bank transfer made) – which, together with your purchases each week, is recorded on your account sales sheet which the tutor keeps in a folder.</p> <p>There is no guarantee that stock will be available to purchase.</p> <p>You should ensure that your purchases and payments are recorded correctly.</p>
Zero balance	<p>The running balance of purchases and payments should be maintained in credit or at zero.</p> <p>It is your responsibility to check your purchases sheet on a regular basis to keep track of this.</p>
Making payment	<p>Deposit payments may be made by:</p> <ol style="list-style-type: none"> 1. cheque (payable to Maiden Erlegh School) during classes or sent by post to Community Arts, or 2. by bank transfer to details to be provided on enrolment. <p>Each payment's date and value should be notified to Community Arts by email. Each payment should have the reference, ARTS ADJ plus your surname, or</p> <ol style="list-style-type: none"> 3. by exact cash in person during Community Arts office hours; go to school Reception first.
Credit balance	<p>For continuing students, any credit balance from the previous term will be carried forward.</p>
Repaying a credit balance	<p>Your account will be closed if you do not re-enrol.</p> <p>If you have a credit balance it is your responsibility to request a repayment of your credit balance from Community Arts within 60 days of the last class of your last enrolled term.</p> <p>Community Arts may charge an administration fee of up to £10 to process a credit balance repayment.</p> <p>Repayment of a credit balance will be made by bank transfer or by cheque posted to your address held on file, unless the nett amount to be returned is less than £10 in which case the school may choose to make the refund in cash for collection by you from school Reception during its open hours.</p> <p>If a credit balance is not requested by you or a cash repayment remains uncollected after two weeks, the sum will be donated to a charity of the school's choice.</p>
Closure, suspension or withdrawal	<p>Community Arts may suspend or close an account or withdraw this facility partially or in its entirety at any time.</p> <p>An account not operated on the terms set out here, is likely to be closed without notice and no further Community Arts' stock purchases will be allowed by you.</p>