



All customers who refer a student to Ad Astra for placement, agrees to the payment terms and conditions listed below.

1. Full term placements (39 weeks) will be charged at the agreed rate in 12 instalments, invoiced monthly, on the last Friday of each month.
2. Short term placements (anything under 39 weeks) will be charged at the agreed weekly rate, invoiced monthly, on the last Friday of each month of placement.
3. Payments must be received in full within 28 days.
4. Payments must be made via BACS following the details listed on the invoice.
5. Any queries regarding an invoice should be made direct to laura.harben@adastrayork.co.uk
6. Any late payment will incur an admin charge of £10, and then £5 per day thereafter.
7. Customers who are unable to pay via BACS, must pay via cheque made payable to 'Ad Astra Broadening Horizons Ltd', sent to the following address:
FAO Laura Harben, Ad Astra, Unit G3, Elvington Industrial Estate, York. YO41 4AR
8. A monthly admin fee of £10 per cheque will be charged, and will be listed on the month following invoice. Cheques must be received within 14 days of invoice date.
9. Ad Astra reserves the right to cancel any provision provided for any listed student/s, if financial arrears were to build up over one month.
10. Charges will be based on the agreed timetable of provision, not the students attendance due to the provision that Ad Astra will have put in place to cover that student/s.
11. Cancellation of any agreed provision for student/s must be done so in writing to laura.harben@adastrayork.co.uk , with at least 30 days notice.
12. Ad Astra reserve the right to charge for the remainder of the working weeks if provision for a student is cancelled with less than 30 days notice.
13. In the event of natural disaster/pandemic etc, Ad Astra will continue to work remotely by a dedicated virtual platform. Ad Astra will continue to operate a timetable with all students and payment will still be expected as normal by the funding school / local authority.