

PAYMENT FOR VIRTUAL CLASSES

How to Make Payment for A Cheshire Dance Class

Cheshire Dance is delighted you will be joining its online class. To confirm your attendance and to pay for your session, please follow the link sent to you by your class teacher. This will take you to our Webinar Registration Page.

To pay for your session(s), follow these instructions.

- 1) Select which sessions you would like to attend and pay for – you are able to select one or various sessions.
- 2) Insert your name and email address to the WEBINAR REGISTRATION FORM and check the total cost before clicking PAY AND REGISTER. You will then be directed to a PayPal window.
- 3) **If you have a PayPal account**, you can proceed to login and pay as you normally would with online purchases. A confirmation email and receipt of payment will be sent to your registered email address upon completion of payment.
- 4) **If you do not have a PayPal account**, you have the option to either set one up OR, to simply USE A DEBIT OR CREDIT CARD instead. Please note that you are NOT obliged to set up a PayPal account to pay for your Dance session.

How to Pay by Debit Card / Credit Card

- a. Select PAY BY DEBIT OR CREDIT CARD if you do not have a PayPal account and do not wish to set one up.
- b. Now, insert your card details as well as a phone number (this can be your mobile, OR your home OR your work number), and an email address.
- c. Next, ensure you tick the box that states that you do NOT wish to set up a PayPal account.
- d. Now, accept the TERMS & CONDITIONS by clicking the box.
- e. Once you have completed this step, you will be taken back to the Webinar Registration screen to confirm that the payment has been successful.

- 5) Upon completing payment either by Credit Card, Debit Card or by using PayPal, you will be taken to the Webinar Registration screen once again. This will now display a link to the upcoming session(s). Feel free to add these session(s) to your calendar if you so wish. The link included is the link to take part in your session. You can save this link but a confirmation email will also be sent to your address. A reminder message with this same link will be sent to your email address again one hour before the class on the actual day as well.
 - 6) By email, you will receive an ORDER CONFIRMATION as well as a PayPal RECEIPT. You will also receive a notification that confirms that your payment has been processed correctly.
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PLEASE ENSURE YOU SIGN UP AND PAY AT LEAST 30 MINS PRIOR TO THE START OF THE CLASS.

Payments cannot be taken after the virtual session has begun and you will not be able to gain access to the class if you have not completed the transaction before the session begins.

NB: If you decide not to go ahead with your class for any reason, both the email containing the payment confirmation as well as the email reminder will have a link that can be clicked to cancel your attendance and receive a refund. Please note: You are only able to cancel your lesson **before** the class begins – once it has started, refunds cannot be given.

If you only paid for a single sessions but would like to pay for extra classes, you can use the link sent to you to make payment again. If you cannot find this link, please ask your dance teacher to send it to you again.

At Cheshire Dance, we believe that dance is for EVERYONE. With this in mind, if you find yourself in financial hardship and feel impacted by the cost of your dance class, please speak with us. You can either approach your dance artist or email the team at hello@cheshiredance.org.



Please Note: Cheshire Dance insurance does not cover you for accidents in your own home. Dancing in your own home means that YOU are responsible for your own Health and Safety. With this in mind, you must read - and adhere to - the [Cheshire Dance Online Classes Health and Safety Guide](#) before taking part in any session or dance activity. For more information on Cheshire Dance Virtual Classes, please visit: www.cheshiredance.org/virtualclasses.