



Online Payment Procedures

This policy was adopted on 18th August 2022
This policy is due for review on 18th August 2023

Sonya Hyde Director
sonya.artinc@gmail.com
Artinc.co.uk

CONTENTS:

Procedure Statement
Aims & Objectives
Paying
Flow Chart
Final Statement

PROCEDURE STATEMENT

Making payment to Art Inc is easy and straightforward. We do not receive checks or cash. At present we do not receive payments through our website. Payment should be made directly into our bank account.. This should be made within 14 days of any referral or additional receipt of services.

AIMS & OBJECTIVES

Making payment to Art Inc is easy and straightforward.
Payment is prompt and, services are delivered

PAYING

- The referring school/establishment has booked a place online
- This is confirmed via email with a unique reference number and deposit request which can be paid immediately or within 14 days.
- The deposit is paid directly into Art Inc's bank account using the unique reference number. The payment is seen in your bank statements.
- Art Inc confirms the payment and place within 24 within a follow up email and request for remaining total, due within four weeks prior to placement starting or

within 14 days. If the place is to be taken immediately then payment must be made on the same day.

- The remainder is paid directly into Art Incs account prior to the student attending using the unique reference number.
- Art Inc will confirm the payment via email within 24 hours. The payment is seen in your bank statements.

Other Service

If you have requested another service from Art Inc You will be invoiced and expected to pay within 14 days via direct bank transfer.

When Art are paying for external products & Services online

Art Inc will carry out the following checks when purchasing goods or services online

- The product or service is appropriate and safe for Art Inc and its intended users
- The provider has a secure website
- The provider has evidential reputation via references or reviews
- Payments are made via 2 step-authentication

FINAL STATEMENT

Art Inc has made the payment process accessible and straightforward. Art Inc is a Community Interest Company and as such require prompt payment to ensure an effective and ongoing service for our young people.

FLOW CHART



