

Ruth Miskin Training Payment Policy



1. Payment terms

All services are invoiced with 30-day payment terms from the invoice date unless otherwise agreed in writing.

2. Invoicing

- The invoice is issued after the first component within the school's package has occurred (training, development day or School Portal access).
- Early invoice can be provided upon request.
- Invoices will be sent to the designated main billing email address provided by the school.
- It is the school's responsibility to ensure billing contact details are accurate and up to date.
- Failure to receive an invoice does not exempt the school from payment obligations.

3. Purchase Order Numbers

- A purchase order (PO) number is not required to confirm a booking or to issue an invoice.
- If a school's payment policy requires a PO number to process payment, it is the school's responsibility to provide this at the time of booking.
- Failure to provide a required PO number does not alter the agreed payment terms or delay payment due dates.

4. Invoice reminders

- Payment reminder emails will be sent to the main billing email address on or shortly after the due date if payment has not been received
- Continued non-payment may result in additional follow-up communications.

5. Late payments

- Invoices not settled within the agreed 30-day term will be considered overdue.
- The company reserves the right to take further action to recover outstanding balances.

6. Suspension of services

- Access to the School Portal and related training services may be suspended for any unpaid invoices beyond the payment terms.
- Portal access will be restored once full payment has been received and processed.

7. Queries or disputes

- Any invoice queries or disputes must be raised within 7 days of the invoice date.

- Undisputed portions of the invoice must still be paid within the agreed terms.

8. Acceptance of terms

By engaging with our services, the school agrees to comply with this payment policy.