



THE BRITISH WHEEL OF YOGA
QUALIFICATIONS

Fees and Invoicing Policy

Introduction

This document sets out our invoicing and payment arrangements and is aimed at all BWYQ centres (currently BWYT). It covers all invoices that would be issued by BWYQ to our centres for a variety of qualifications and/or services we provide, and all payments received by the BWYQ for services or registrations.

Review arrangements

BWYQ review the policy and its associated procedures annually as part of the self-evaluation arrangements and revise it as and when necessary in response to customer, or regulatory feedback and any trends that may emerge in the types of queries the BWYQ may have received.

If you would like to feedback any views, please contact us via the details provided below.

Invoicing approach

BWYQ will invoice your centre within **30 days** of the agreed product/service being delivered and these will be sent to your Head of Centre unless you inform us otherwise (if you would like to change who we send the invoices to please contact us via the details provided at the end of this policy

Each invoice will contain details:

- Of the product/service being provided
- Agreed timescale for payment
- Our bank account details for BACS payments

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Upon receipt of the invoice, payment should be received by us within **30 days** of the invoice date. In which case we will update our records to show full payment has been received and will file the invoice accordingly.

Failure to pay due invoices may result in services and/or products being phased out and/or withdrawn from your centres.

Naturally, if you have any queries about any aspect of an invoice please contact us on the details below.

Payments for registrations

Payments can be made via the Student Registration System at www.bwy.org.uk

Records

In accordance with HMRC guidelines we will keep records of all invoices issued and received so that your centre or other relevant parties (such as the regulators) can be provided with an auditable trail of transactions if necessary.

Contact us

If you've any queries about the contents of the policy, please contact our Financial Controller at Central Office:

Telephone: 01529 306851

Post :25 Jermyn Street, Sleaford, Lincs, NG34 7RU

Document History		
Date	Staff member	Action
<i>July 2015</i>	<i>BWYQ Operations Coordinator and Responsible Officer Amanda Buchanan</i>	<i>Reviewed and revised</i>
<i>July 2015</i>	<i>BWYQ Financial Controller Yvonne Joyce</i>	<i>Reviewed and Revised</i>
<i>July 2016</i>	<i>BWYQ Financial Controller Yvonne Joyce Safeguarding and Diversity Manager Rebecca Morris</i>	<i>Reviewed and Revised</i>
<i>July 2017</i>	<i>BWYQ Financial Controller Yvonne Joyce</i>	<i>Reviewed and Revised</i>
<i>November 2017</i>	<i>BWY Operations Manager Wendy Blackman</i>	<i>Approved</i>