

# ROOTD RESIDENTIAL PAYMENT PROCESS

## Booking Form Completed

1

### 25% Deposit Due

After we receive your completed booking form, we will issue an invoice for a deposit of 25% to the finance contact provided.

Payable within 14 days

6 Months Before Arrival

2

### 25% Interim Payment Due

Six months before the arrival date, we will issue an invoice for an interim payment of 25%

Payable within 14 days.

### Confirm Group Size

14 weeks before you will be sent your group information form. This is your final chance to confirm your group size.

Group Information Received

3

### 50% Balance Due

After we receive your completed group information form, we will issue an invoice for the final balance of 50%.

Payable 10 weeks before arrival



Arrival on Camp

### Bookings made over a year in advance

If your school has made a booking more than a year in advance, your first invoice will be for a £750 reservation fee. This will then be deducted from your first deposit invoice, which will be sent 9 months before your arrival date. Your finance process will then continue as stated above.