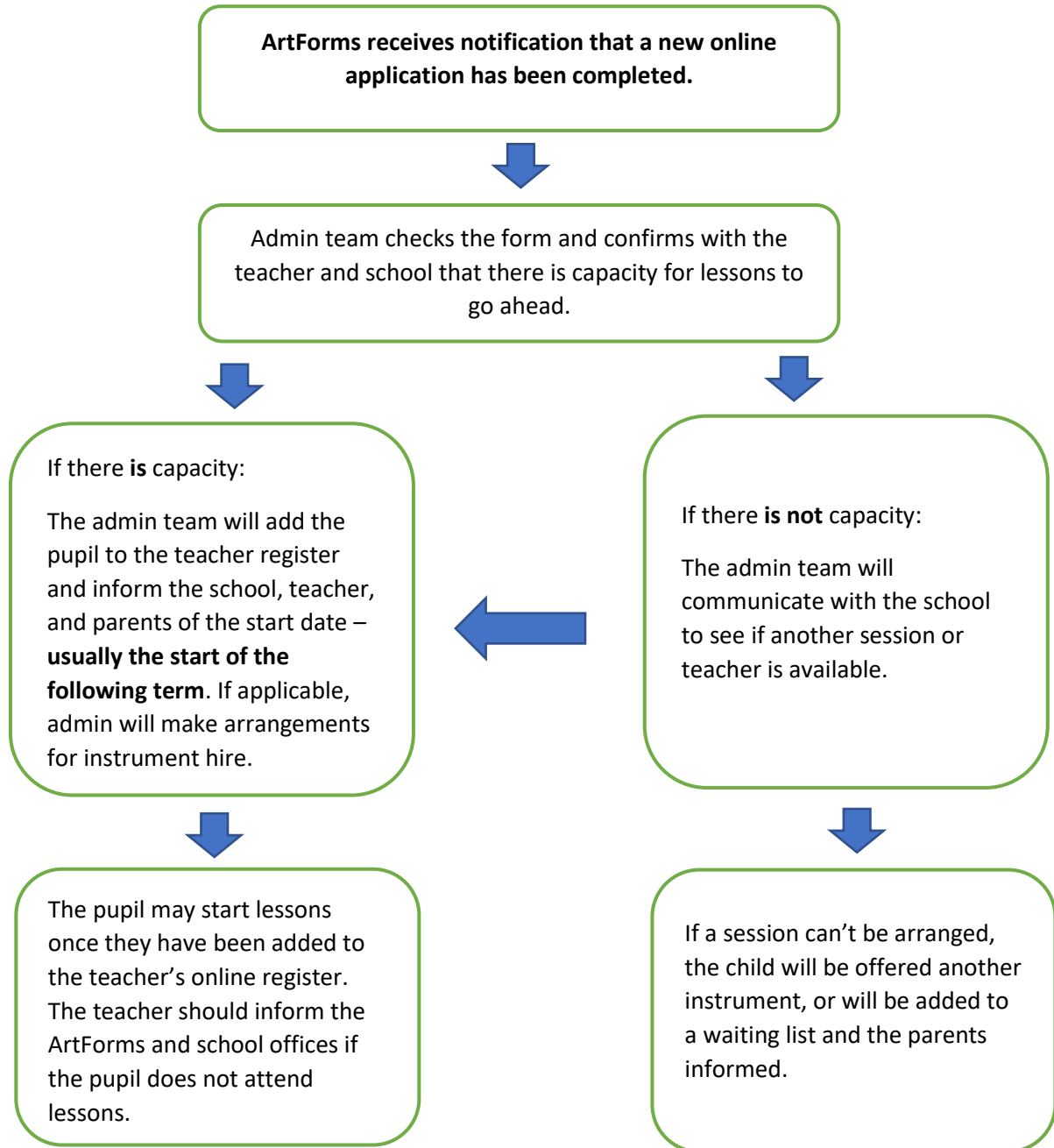


Direct Billing Staff Information and Procedures



You must inform the office immediately if a child stops lessons.

You must record your register each week so that if there are any invoice disputes, the admin team is easily able to check attendance.

You should inform the office every time a child having small group lessons at a Direct Billing school receives or returns a new ArtForms instrument, includes that instrument's ID number.