**Name:**

**Total payment required:** £500

**Reason for payment:** Teaching Portfolio for RTS

**€ Cheque:**

Please note that all cheques must be in Pound Sterling and made payable to ‘Royal Academy of Dance’.

**€ Credit Card:**

Please contact the Finance Department directly to make the payment over the phone. Please find the Finance Department contact details below.

**€ Bank Transfer:**

### Please enclose confirmation of the bank transfer with this reply slip and reference your payment by as much of your surname as possible.

The Academy’s bank details are shown below. PLEASE BE AWARE THAT THE ROYAL ACADEMY OF DANCE CAN ONLY ACCEPT PAYMENTS IN **POUND STERLING** OR **EUROS**.

**Bank name**: HSBC PLC

**Bank branch:** Holborn Circus

**Bank address:** 31, Holborn Circus, London EC1N 2HR

**Account name:** Royal Academy of Dance

***For sterling payments***

*IBAN:**GB48HBUK40115890055948*

*Account No: 90055948*

*UK Bank Sort Code 40-11-58*

***For Euro payments***

*IBAN: GB59HBUK40127657596782*

*Account No: 57596782*

*Sort Code: 40-12-76*

*BIC: HBUKGB4B*

*Branch: HBUKGB41CM1*

**Alternatively, you can contact our Finance Department directly:**

Address: Finance Department, Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA, United Kingdom

Contact details: Telephone: +44 (0) 20 7326 8018 or 8904

Facsimile: +44 (0) 20 7924 3129

Email: finance@rad.org.uk

Office Hours: 10:00hrs – 18:00hrs Monday – Thursday (UK time)

10:00hrs – 17:30hrs Friday (UK time)