

Billing & Payment Guide for Parents

Your Quick Reference to Our Billing Process

1. How Our Invoices Work



When are invoices issued?

Invoices are sent **at the beginning of each month** for the **following month's services**.

(check in your inbox for no-reply@vendus.pt)

Example: November's fee invoice is sent at the beginning of October.

Annual invoices are sent in the month prior to the renewal date.



Payment Due Date

Invoices are **due by the 3rd** of the service month.

Example: November's fee invoice is due at the beginning of November.

This means you have around **30 days to arrange payment** at your preferred time of the month.

2. How to Pay

Preferred Method: **Direct Debit**

The easiest way: automatic, worry-free payments.

Contact Support if you'd like to set it up!

Other Options:

Bank Transfer – Bank details included in invoice.

Smart Checkout – Convenient and flexible! Pay via credit card, debit card, or MB reference (invoice includes link at the left bottom). You can choose the Currency Conversion (DCC)

– Pay in USD, GBP, or your preferred currency.

3. Receipts



Automatic Proof of Payment

Once your payment is received, a receipt is emailed directly.

Receipt = your **proof of payment**.

4. Other Fees



Annual Enrollment, Exam Fees, or other

You'll receive an email in advance before these invoices are sent.

Need Help?

Our Support Team is here for you anytime – support@bravegenerationacademy.com

Step 1



Invoice Issued

(beginning of the month before services)



Step 2



Payment

(until the beginning of the service month)



Step 3



Payment Confirmed & Receipt Sent

(after payment)