

Email Transfer Instructions for Diva Dance

- **Please send your email transfer to the correct email address:**
payments@divadance.ca
- **Please include in the memo what your payment is for**
ie ."costume payment for [dancer name]"
ie. "duo fees for [dancer name]"
- Please do **not combine payments**. We require separate payments for separate order forms. This means if the items are on the same order form (ie. costumes/tights/hairpieces) payments can be combined, as they have already been totalled on one form. If items are on separate order forms (ie. clothing order and solo/duo fees) they must be paid separately.
- **Please ONLY use one of the following security/answer combination:**

Question: "What is my dancer's first name?"
Answer: [dancer's first name]
*if you have more than one dancer please specify oldest or youngest
- **Please send the e-transfer by the deadline outlined on the form/calendar.** The post-dated deadline applies to cheques only. Late payments will be subject to a late fee.

If you send an EMT that doesn't follow these guidelines it may be declined and you will have to re-send.

Thank you for your co-operation on this matter.

Please contact us if you have any questions or concerns about email transfer payments.