# School Lets – “ongoing” invoicing procedure 2024/25

Please be advised that as of academic year 2024/25, commencing August 2024, there will be a change to the invoicing process for your School Let.

All bookings which are ongoing for longer than a single school term will be provided a total cost for the full period of the Let shown on the permit. Payments will then be requested in 4 equal instalments over the course of the Let booking period, with the first instalment required in advance of your Let commencing.

Following receipt of the Let permit an invoice will be issued with information on how to make payment to City of Edinburgh Council. Please ensure that payment of the first instalment is made prior to accessing your Let.

Regards

Primary, Secondary and ASN School Lets