



## STUDIO POLICIES

- **Payment:** Invoices will be sent one week prior to the end of the month, for the following month, and can be paid by automatic charge or by check. Payments not received by the 7<sup>th</sup> of the month will be charged a \$10 late fee and after the 14<sup>th</sup> the lesson spot will be cancelled. Invoices include four lessons every month, except for June, July and December. The remaining three-four lessons in the year (fifth lessons for the month) are “freebies” for you and your teacher to agree to skip. Cancellation policy is below. Lesson fees are **not refundable**. 14-day notice is required to cancel the lesson contract.
- **Fees:**
  - Registration is a one-time fee of \$20 per family and includes your initial set of materials
  - See chart for lesson fees
  - Material fees will be added when appropriate (usually \$8-14 every few months, for books)
  - Recitals are optional. The cost is \$25 to participate (\$20 for siblings) which covers producing the programs, paying for the venue, refreshments and a small bonus for your teacher.
- **Cancellation Policy:** To respect our teachers’ work schedule and protect their income, we require 48-hours notice to the teacher for cancellations if a makeup is expected. This allows the teacher time to rearrange their schedule. If 48 hours is not possible due to emergency your teacher can make an exception and provide a makeup. Otherwise, no makeup will be provided with less than 48-hour notice.
- **Materials:** RK Music Studio does not infringe on copyrighted material. Method books will be provided to you as a courtesy (if desired) and billed as consumed. This is usually no more than \$8-14 once every few months. Other materials will be on loan from the teacher or studio and should be returned promptly, in good condition. Materials printed from the internet are at the discretion of the client and RK Music LLC is not responsible for infringement in this case.
- **Legal:** RK Music LLC instructors are independent contractors and have no authority to alter the terms of this agreement in writing or otherwise. Parents/legal guardians hereby represent that they have sufficient liability insurance and coverage to cover any and all damages which may occur as a result of the instructor teaching the student in their home. Parents also agree that whenever an instructor is present to teach a minor in their home at least one parent is present immediately before, during and after the lesson. If a parent is not present at the time of the lesson, the instructor will NOT teach a lesson to the student and will NOT be required to make up the lesson.

Parent/Legal Guardian or Adult Student signature: \_\_\_\_\_

Student name/s (if minor): \_\_\_\_\_

Date \_\_\_\_\_

## CONTACT AND PAYMENT INFORMATION

Parent/Guardian Name or Adult Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone (indicate which parent) \_\_\_\_\_

Email address(es) for reminders & invoices: \_\_\_\_\_

### Please check ONE form of payment:

(initial) \_\_\_\_\_ I authorize RK Music LLC to charge my card during the first week of every month for the current month's invoice. I understand an invoice will be emailed to the above address(es) at least one week prior to the end of the previous month and I am responsible to check the invoice and contact RK Music LLC with any questions before the end of the month. Once charged, these fees are not refundable. Any fees incurred by a declined card will be paid by the client.

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_

(initial) \_\_\_\_\_ I will send a bank check payable to RK Music LLC in sufficient time for it to arrive no later than the 7<sup>th</sup> of each month and I understand that after the 7<sup>th</sup> a \$10 late fee will apply and after the 14<sup>th</sup> lessons will be cancelled (as a courtesy, RK Music LLC will contact clients whose payment has not arrived by the 5<sup>th</sup>). I understand an invoice will be emailed to the above address(es) at least one week prior to the end of the month and I am responsible to check the invoice and add any additional fees to my monthly payment.

## CONTACT INFORMATION

Mailing address for checks: RK Music LLC, P.O. Box 7176 St. Petersburg, FL 33734-7176

Email: [rkmusicstudiospete@gmail.com](mailto:rkmusicstudiospete@gmail.com)

Call or text: 727-218-3200

Studio owners: Rebecca Kasang (invoices, materials, client support), Zlatina Asenova (new client contact)

### Lesson fees (updated July 2018)

30 minutes (@teacher studio)	29
45 minutes (@teacher studio)	43.5
60 minutes (@teacher studio)	55
30 minutes (@client home)	36
45 minutes (@client home)	50
60 minutes (@client home)	62
additional student/s (same day) 30, 45, 60	26.5, 40, 50
*additional student/s (different day) 30, 45, 60	31.5, 45, 55
*additional siblings in the same family who take lessons on a different day are charged \$5 travel fee for the second visit	