

STUDIO POLICIES, UPDATED AUGUST 2019



- **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 (see reverse for details). 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 but encouraged! 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: _____ Date _____

CONTACT AND PAYMENT INFORMATION

Parent/Guardian Name or Adult Student: _____

Student name/s (if minor): _____

Home Address: _____

Home Phone: _____

Cell Phone (indicate which parent) _____

Email address(es) for reminders & invoices: _____

2019-20 payment policies

- *Invoices are sent the last week of the month for the following month. It is your responsibility to check over your invoice and alert us to any necessary changes before we charge your card.
- *All clients must provide a credit card number. If you prefer to send a check, we would love for you to do so but if the check has not been received by the 10th of the month, we will charge your card.
- *From September-May, clients are charged for and expected to take four lessons per month (except for December). During any three-month period, this policy will provide you with one "extra" lesson to cancel: this is considered a "freebie" and will not be made up or refunded. During the summer months (June, July and August), clients will be billed monthly for only lessons taken (provided the vacation weeks are arranged in advance) or take the summer "off". Clients who take the summer "off" will not be guaranteed a spot when they return.
- *Lessons on any school campus are billed **only when school is in session**. Makeups when the child is sick on a lesson day are available SOLELY at the teacher's discretion. Teachers are NOT required to provide this service. Feel free to arrange a home lesson with your teacher during any week that school is not in session, and you will be billed accordingly.
- ***Pay-per-quarter discount:** 5% discount. Q1 (September-November) and Q3 (March-May) you will be billed for 12 lessons (in a 13-week quarter this leaves one "freebie") and during Q2 you are billed for only 11 (this is December, January and February).
 - o Your payment must be received in advance of your first lesson of the cycle.
 - o NO REFUNDS are available with this program. If more cancellations are needed and your teacher has either 1) cancelled on you, or 2) agreed to allow more cancellations from you, we will credit you during the next payment cycle. Please note that our studio policy states teachers are not obligated to provide makeups outside of your normal lesson time, unless 48 hours notice has been provide.
 - o New clients may join this program within the first six weeks of any quarter.

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.

(initial) _____ I prefer to send a bank check payable to RK Music LLC in sufficient time for it to arrive no later than the 10th of each month and I understand that after the 10th my credit card on file will be charged.

In either case, you must provide Credit card information.

Card Number _____ Expiration Date _____/_____/_____

RK MUSIC STUDIO CONTACT INFORMATION

Mailing address for checks: RK Music LLC, 6257 Cape Hatteras Way NE Apt 4, St. Petersburg, FL 33702

Email: rkmusicstudiostpete@gmail.com

Call or text: 727-218-3200

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

Lesson fees (updated August 2019)

30 minutes (@teacher studio)	29
45 minutes (@teacher studio)	43.5
60 minutes (@teacher studio)	55
30 minutes (@client home), 45, 60	36, 50, 62
additional student/s (same day) 30, 45, 60*	26.5, 40, 50

*additional siblings in the same family who take lessons at home on a different day are charged \$5 travel fee for the second visit