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Policies for Payments and Attendance

SCHEDULING AND PAYMENT

- Lessons are scheduled to take place throughout the entire year including the summer.
- Each teacher is independent – the monthly cost, lesson calendar, and schedule varies by instructor.
- Tuition is a flat monthly fee – lesson payments go directly to the instructor.
- The monthly payment secures a specific lesson time on the instructor's weekly schedule.
- The summer may have an adjusted schedule requiring full payment for the summer in advance.
- Some instructors will accept quarterly payments throughout the year.
- **Payments are not adjusted if a student cancels a lesson.**
- Teachers accept personal checks or bank bill-pay for lessons. Some accept Venmo, PayPal or Zelle.
- Depending on the starting date, the first lesson payment may be prorated.
- **Payments need to be made in advance (by the 25th) for the upcoming month's lessons.**
- **It is your responsibility to pay your teacher on time. They are not responsible for sending monthly invoices or reminders.**
- A late fee of \$10 will be added if the monthly payment is not received by the 25th.
- Scheduled recurring, monthly payments through a bank's bill-pay system is highly recommended.
- After paying the registration fee and the first lesson payment, the commitment is "month to month".

REGISTRATION FEES

- Registration fees are payable to Reed Music Studios and are non-refundable.
- New students pay a registration fee when starting lessons
- Continuing students pay an annual registration fee that is due August 1, of every year.

ABSENCES:

- **Instructors are not obligated to reschedule lessons when students cancel.**
- Rescheduled lessons *might be offered* at the discretion of the instructor but should not be expected.
- Cancellations on short notice and "no shows" are never rescheduled. Even for illness and emergencies, **a rescheduled lesson is not guaranteed and tuition is not reimbursed.**
- Lesson spots can be "held" during extended absences only if payments continue during the absence.
- If students discontinue lessons without payment, their spot on the schedule will be filled.
- Any unscheduled absences of the instructor will always be rescheduled or credit will be given.

INCLEMENT WEATHER/UNSAFE DRIVING CONDITIONS:

- *If students choose to cancel*, instructors are not obligated to reschedule the lesson or offer a credit.
- *If the instructor chooses to cancel*, he or she will reschedule if possible, or credit will be issued.

DISCONTINUING LESSONS:

- Initiated by the student/parent: Students are asked to provide advance notice if lessons will be discontinued. Students may stop at any time, but a refund will not be issued.
- Initiated by the instructor: The teacher has the right to remove a student from his/her schedule at any time if the student has displayed significant behavioral problems, refuses to cooperate, is verbally abusive, is disrespectful or consistently shows little or no progress. A student may also be removed from the schedule if the student or parent is not following the studio payment policies.

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THANK YOU FOR CHOOSING REED MUSIC STUDIOS FOR THE BEST MUSIC INSTRUCTION!