



www.royaltonmusic.com • www.professionalsuitebyrnc.com
10167 Royalton Road - Unit A • North Royalton, OH 44133
(440) 237-9400 (440) 237-9490 Fax



Lesson Tuition Policy

\$80.00 per month

Rates Effective as of May 1, 2010

Tuition Payment and Schedule

- **Tuition is paid monthly and is due by the 1st of each month**, regardless of the date of the first lesson. Tuition payments are not refundable, so you are encouraged to finish the month.
- Tuition includes weekly private lessons 30 minutes in length. Tuition is calculated by the year, and has been broken down into equal monthly payments for your convenience. Please note that the tuition rate takes into account that both student and instructor may miss a small number of lessons due to holidays and/or vacations.
- Payment is to be made automatically via credit or debit card. Cash or check is acceptable if paid ***before*** the first of the month.
- Lessons will not be given on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Wednesday-Saturday of Thanksgiving week, and for approximately two weeks at the end of December at the instructor's discretion.
- **If you do not take all your lessons for the month, the rate is the same.**
- No refunds will be given.

Registration & Payment Options

- The enrollment form and credit card authorization must be completed before the student will be placed on the schedule. One completed enrollment form & credit card authorization per student is necessary.
- To avoid credit or debit card charges, you may pay by check or cash prior to the 1st of each month.
- Should tuition remain unpaid after the 1st of the month, your credit card will be charged.
- Any cash or checks received on or after the 1st of the month will be applied to the next month's tuition as your credit card was charged for the current month on the 1st of the month per authorization on the enrollment form.
- Students with unpaid tuition due to declining cards will be taken off the schedule after the 10th of the month.
- In order to stay on the schedule, a valid major credit must be on file at all times. To avoid lesson interruptions, please remember to notify RMC with new card numbers or expiration dates.

Discontinuing Enrollment

- In order to withdraw from enrollment, the store must be notified before the 15th of the last month of lessons. The student will complete the current month.
- If the store is not notified, the next month's lessons will be paid by credit card on file.



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Attendance & Missed Lessons

- Due to instructors' schedules and our large number of students, we are unable to honor requests for credits for missed lessons. Quality is paramount at RMC and our teachers are no exception. In order to provide the highest quality education for each musician, we must promise our instructors that they will be compensated for the time they have set aside for each student every week.
- The store or instructor must be notified by phone of your inability to keep a lesson appointment at least 24 hours in advance of your scheduled time in order to be eligible for a make-up request and to accommodate make-ups for others as well as yourself.
- Make-ups will only be given according to the following guidelines: Serious illness, death of a family member, threatening weather, religious service, musical performance, or pre-planned family vacation.
- A maximum of 2 make-ups will be allowed during each 3-month quarter (Jan-March, April-June, July-Sept, Oct-Dec). A phone call to the store or instructor is necessary to report absences and be eligible for a make-up. It is your responsibility to request a make-up.
- Late cancels (lessons cancelled less than 24 hours before the lesson) and no shows (lessons missed without notice) must be paid for and will not be made-up. Lessons cancelled due to emergency or illness will be addressed on a case-by-case basis by the store and instructor.
- Students with inconsistent attendance and/or frequent late tuition payment may be removed from the schedule at the discretion of the store or instructor.

Instructor Absence

- In the rare instance that lessons are cancelled by the store or instructor (due to inclement weather or other such situations) and a substitute is not available, a call will be placed to the home of the student as soon as possible.
- Please note that lessons are unaffected by school closings, vacation days, etc. Do not assume that lessons are cancelled because there was no school. Closings are the decision of the store and instructors and are in no way related to school schedules.
- While RMC strongly discourages instructors from missing lessons, we also realize that situations may arise. Therefore, instructors are permitted to miss two scheduled lessons, without provision for make-up or credit, in each 3-month period (this has been taken into account when figuring tuition).
- If a make-up is warranted, the form was submitted, and the excused lesson was not scheduled and completed by the instructor, then RMC will issue credit of \$16.00 to your account to be used for the following month's tuition. Instructors have 90 days to complete missed lessons.

Store & Student Responsibility

- Students will be held responsible for any damages they may cause to RMC property.
- Royalton Music Center holds no responsibility or liability for minors.
- Minors left without adult supervision are not RMC's responsibility.
- Parents/legal guardians of minors waive the right to pursue any legal action towards the store or instructor for any injury sustained while at RMC.