



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

\$90.00 per month

Rates Effective as of March 1, 2015

Registration, Tuition Payment, and Schedule

- Monthly tuition includes weekly, private, 1/2 hour lessons. Tuition is the same regardless of how many weeks in the month or number of lessons taken due to holidays, etc.
- A completed enrollment form with credit card authorization must be on file before the student will be placed on the schedule.
- **Tuition is paid monthly and is due by the 1st of each month**, regardless of the date of the first lesson.
- Payment is made automatically via credit or debit card. Cash or check is acceptable if paid **before** the first 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.
- 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).

Attendance & Missed Lessons

- The store 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.
- A maximum of 2 make-ups will be allowed during each 3-month quarter (Jan-March, April-June, July-Sept, Oct-Dec). It is your responsibility to request a make-up.
- Cancellations (lessons cancelled less than 24 hours before the lesson) and no shows (lessons missed without notice) 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.
- If a make-up is warranted, and the excused lesson was not scheduled and completed by the instructor, then RMC will issue credit of \$22.50 to your account to be used for the following month's tuition. Instructors have 90 days to complete missed lessons.
- If you do not take all your lessons for the month, the rate is the same.
- We are unable to honor requests for credits for missed lessons.
- Students with inconsistent attendance and/or frequent late tuition payment may be removed from the schedule at the discretion of the store and/or instructor.

Instructor Absence & Weather Cancellations

- In the rare instance that lessons are cancelled by the store or instructor (due to inclement weather or other such situations), a call will be placed to the home of the student as soon as possible. Store closing info will also be posted on local news channels.
- Lessons are unaffected by school closings, vacation days, etc. Closings are the decision of the store and instructors and are in no way related to school schedules.
- 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 calculating monthly tuition).

Discontinuing Enrollment

- **In order to withdraw from enrollment, the store must be notified before the 15th of the last month of lessons.** Tuition payments are not refundable, so you are encouraged to finish the month.