

RPAC WEEKLY PRIVATE LESSONS

STUDIO POLICIES

OUR MISSION & MODEL:

- > RPAC's weekly lesson model empowers artists to take ownership of their artistic development.
- > Our instructors provide personalized, timely feedback and foster a supportive atmosphere for joyful, intentional practice.
- > RPAC's mission is to create a learning experience that cultivates discipline, creativity, and a lifelong passion for the arts.

ARTIST FULL NAME (PRINT): _____ DATE: _____

GUARDIAN NAME (PRINT): _____ DATE: _____

A) SCHEDULING POLICIES:

1. RPAC does not offer bi-weekly or semi-regular lessons. Artists at RPAC must coordinate with their private teacher to select a consistent weekly lesson time of either 30 or 60 minutes. Once that weekly time has been selected, monthly payments will go towards reserving that time slot.
2. In order to respect instructor availability and studio space usage, RPAC holds a firm 24-cancellation policy for all artists. Lessons canceled without 24-hour notice will be billed in full, will not be subject to a refund, and no make-up lesson will be offered. Lessons canceled without 24-hr notice will not be rolled over for usage the next month.
3. Lessons properly canceled with 24-hr notice, via email to your private teacher, will not be subject to a refund, however:
 - Lessons properly canceled can be offered a make-up lesson session that month (pending teacher's availability)
 - OR
 - Lessons properly canceled can be rolled over to use the next month (pending teacher's availability).
4. Artists that show a history of habitually canceling lessons will be subject to removal from the studio schedule.

Guardians/Adult Artist: Please Initial if you have read and understand Scheduling Policies →

B) WITHDRAW PROCESS:

1. Artists who wish to withdraw from lessons must give a courtesy 2-week notice (via email) to both to their private teacher as well as **billing@reddingpac.com**.
2. Artists who do not give proper notice will be responsible for either continuing lessons until the end of the monthly billing cycle or forfeit their lessons. Forfeit lessons will not be subject to a refund.

Guardians/Adult Artist: Please Initial if you have read and understand Withdrawal Policies →

C) PAYMENTS:

1. For artists not receiving charter school funding, payments for lessons are to be prepaid at the start of the month, for that month, in full. Invoices will be sent out, via email, between the 1st - 5th of the month. Unpaid invoices after the 15th are considered late and will incur a late fee of \$15.00.
2. For artists receiving charter school funding, payments for lessons are postpaid at the start of the month, for the month prior, in full. Invoices will be sent out, via email, between the 1st - 5th of the month. Unpaid invoices after the 15th are late and will incur a late fee of \$15.00. Late fees are not billable to charter schools.
3. For artists receiving charter school funding from schools that require attendance, it is the responsibility of the artist to remember to sign in for all lessons they attend and wish to receive funding for. Unsigned lessons cannot be billed to charter schools, and therefore, will be the family's responsibility to pay for them in-full.

ACCEPTED METHODS OF PAYMENT:

- Online (*with service fee*) via online payment system on mymusicstaff (email **billing@reddingpac.com** for questions).
- CASH (*no fee*) via RPAC's payment drop-off. Payments must be secured in an envelope with the Artist's full name printed.
- CHECK (*no fee*) via RPAC's payment drop-off. Check payments must have the artist's full name written on the memo line and be made out to REDDING PERFORMING ARTS CENTER.

Guardians/Adult Artist: Please Initial if you have read and understand Payment Policies →

ARTIST and/or GUARDIAN SIGNATURE: _____ DATE: _____