

RPAC WEEKLY PRIVATE LESSONS

STUDIO POLICIES - 09/26/2024

RPAC's School of Music MISSION is to foster a disciplined, creative, and lifelong passion for the arts for all our students. Our weekly lesson model empowers students to take charge of their development, while our instructors offer personalized feedback in a supportive environment that encourages joyful practice & growth.

Student FULL NAME (PRINT): _____ DATE: _____

GUARDIAN NAME (PRINT): _____ DATE: _____

A) SCHEDULING POLICIES:

1. RPAC does not offer bi-weekly or semi-regular lessons. Students 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 students. 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. Students that show a history of habitually canceling lessons will be subject to removal from the studio schedule.

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

B) WITHDRAW PROCESS:

1. Students 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. Students 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 Student: Please Initial if you have read and understand Withdrawal Policies →

C) PAYMENTS:

1. RPAC schedules and bills for private lessons on a monthly basis. Tuition for private lessons should be prepaid at the beginning of the month, for that month in full. Invoices will be sent out via email. Unpaid invoices after the 10th are considered late and will incur a late fee of \$10.00.
2. For students receiving charter school funding, family portion tuition for private lessons should be prepaid at the beginning of the month, for that month in full. Invoices will be sent out via email. Unpaid invoices after the 10th are considered late and will incur a late fee of \$10.00. Please note, late fees are not billable to charter schools.
3. If a charter school notifies RPAC that an student's funding has been modified, families are responsible for paying any uncovered tuition.
4. For students receiving charter school funding from schools that require attendance, it is the responsibility of the student 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 Student's full name printed.
- CHECK (*no fee*) via RPAC's payment drop-off. Check payments must have the student's full name written on the memo line and be made out to REDDING PERFORMING ARTS CENTER.

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

Student and/or GUARDIAN SIGNATURE: _____ DATE: _____