

# POLICIES

## TONALTA SCHOOL OF MUSIC

Revised: August 15, 2015

### PAYMENT POLICIES

Tonalta has three semesters each year: spring, summer, and a fall semester. In addition, special programs, camps, and classes are offered throughout the year.

1. **Semester Commitment is Encouraged.** When enrolling in regular lessons at Tonalta, students are encouraged to attend through the end of the current semester. (This does not apply to camps or special classes which meet less than a semester.) Commitment to a least a semester helps to ensure student success. In addition, Tonalta makes a commitment of teachers, resources, and classrooms for lessons.
  - a. **Termination Fee-** If it becomes necessary for a student to drop during the semester, the administrator should be notified in writing. If a student informs Tonalta that he/she no longer will continue, he/she will be responsible for the full tuition for the month in which notification was made, and a termination fee of \$50 for each class or course of study that the student drops. For example, if a student is taking both keyboard and drums and quits both, he/she will be charged \$100 (\$50 each).
  - b. **Non-attendance:** If a student quits attending and does not inform Tonalta, the student will continue to be charged monthly tuition until such time as notification is received by Tonalta. When notification is received, student will also be responsible for payment of termination fee. There are no refunds for students who quit attending during the semester and who do not inform the Tonalta Administrator. For students who quit attending and who are using Electronic Funds Transfer, monthly debits for tuition will continue through the end of the semester or until such time as notification is received by Tonalta.
  - c. **Tonalta Termination:** We reserve the right to drop, any student who misses two or more successive class or lesson meetings without informing Tonalta administrator. Note that if we drop a student for this reason, the student will be charged tuition for each month the student has attended plus the \$50 termination fee.
2. **Tuition Fees:** Unless otherwise specified, the monthly tuition rate is the same for each month in the semester, including those months with holidays observed by Tonalta, and months with five lessons. Summer tuition and camps are not paid on a monthly basis, but rather, are single payments for the entire session.

#### **Current Tuition and Fees**

There is a \$25 registration fee each semester and lessons are \$89 per month. Tonalta Bands are \$75 per month. If you take lessons on a second instrument, or, if multiple students from the same household take lessons, the rates are discounted \$10 for the additional student(s) or lesson(s). You will also be expected to purchase music, which is typically \$5-\$25 per semester. The prices quoted above do not include the cost of music.

3. **Registration Fees:** we charge a non-refundable registration fee of \$25 each semester. The registration fee does not apply to camps or special designated classes or seminars which meet less than a semester.
4. **Payment Options:**
  - a. **Electronic Funds Transfer (EFT):** Tonalta uses a system of automatic billing using Electronic Funds Transfer (EFT). This is to ensure the lowest tuition rates possible, and, for the convenience of our customers. On the first day of each month, tuition will be automatically deducted from your checking account. However, payments for registration fees, first month tuition, camp fees, and full semester tuitions will be submitted immediately for payment.

- b. **Full Semester payment:** Full semester payment can be made by check or cash. There will be a \$25 fee for returned checks.
- 5. **Past Due Accounts:** There is a \$20 late fee for any accounts over 30 days past due and additional \$20 each month thereafter.
- 6. **Music Costs:** In many cases, a Tonalta Method book is provided as a part of the course. If students lose this book, a fee of \$12 will be charged for replacement. For most courses of study, the student is also required to purchase music. We try to keep these costs as low as possible. Copyright laws prohibit us from making unauthorized copies. Students will not be allowed to use unauthorized copies in class. Teachers will instruct students as to where they may obtain the required music. It is the responsibility of the student to keep up with his/her music. Students will be charged for any music which must be replaced. Due to copyright laws, we cannot make copies for students who have lost their music.
- 7. **Missed Lessons:** If you miss a lesson, we will try to schedule makeup lessons, but we cannot guarantee these lessons can be made up. There are no refunds for lessons you miss. If for some reason Tonalta must cancel a lesson (such as when an instructor is ill), we will either reschedule the lesson or give you a refund for the prorated tuition.

## **GENERAL POLICIES**

1. **Attendance:** Attending and arriving on time, is important. It is helpful if the instructor knows when a student will not be able to attend, and/or if a student will be late. If you cannot attend, or if you anticipate being late, please call and let us know. If you are more than ten minutes late, we reserve the right to cancel the lesson for that day. Note: if you miss a lesson, please contact the instructor to tell you what you missed and what to practice for the next time.
2. **Picking up students** – Students should be picked up promptly at the end of their lesson. If a parent/guardian is consistently late in picking up the student, an additional \$10 will be charged for each 15 minutes that the parent/guardian is late. Students **must** wait inside the building to be picked up. Tonalta is not responsible for students once they leave the building.
3. **Behavior** – Students are required to behave in a respectful and appropriate manner. Tonalta reserves the right to bar any student, or to remove any student, due to inappropriate conduct or disruptive behavior, or for any other behavior determined by management as unsuitable. If the student's behavior continues, the student will be dropped and tuition and fees will be forfeited.
4. **Tobacco, Alcohol, Illegal Drugs** – We abide by the law. Consumption and/or possession of alcohol and/or illegal drugs is strictly prohibited. Smoking is only allowed in designated areas outside of the building. Smoking is prohibited for anyone under 18.
5. **Weapons** – All weapons are strictly prohibited on the Tonalta premises. This includes guns, knives, and any other item used to threaten or to cause injury. Violations of this policy may result in involvement of law enforcement authorities and/or prosecution under applicable laws.
6. **Offensive Apparel and Language** – Students must be dressed appropriately and in a manner which does not distract from a constructive learning environment. Offensive language, and/or offensive slogans/pictures on wearing apparel, will not be permitted.
7. **Substitute teachers** – Tonalta reserves the right to employ qualified substitute teachers for times when the regular teacher is absent. No credits or refunds will be issued in these cases.
8. **Lost or Damaged Property** – Tonalta is not responsible for damaged or lost personal property.
9. **Legal agreements:** When you enroll at Tonalta School of Music, you agree to the following:
  - a. I have read and understand Tonalta's Policies and I agree to all the policies and procedures as stated.
  - b. I release and hold harmless Tonalta School of Music, its owners and operators from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss,

- damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of Tonalta School of Music, its owners and operators or in route to or from any of said premises.
- c. In an emergency, I authorize Tonalta School of Music (in accordance with applicable legal requirements) to take such temporary measures as Tonalta deems appropriate.
  - d. I give consent for Tonalta to make sound recordings, photographs, videos, and/or films of me that will become the permanent property of Tonalta and which may be used as Tonalta deems appropriate, which may include, but is not limited to, promotional and/or educational purposes.
  - e. I hereby assign to Tonalta LLC, the entire right, title and interest in and to the copyright for sound recordings, photographs, videos, films, musical works (including any accompanying words), and, any other creative work which is created as a result of my participation in the Tonalta program, and/or, as part of a Tonalta musical ensemble. All materials thusly created (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of Tonalta LLC.
  - f. I affirm the information I have provided on enrollment forms is true and correct to the best of my knowledge.