



RavenStem

Studios

RavenStem Studios Policy

Effective Date: January 2024

Thank you for choosing RavenStem Studios for your musical education. I am committed to providing quality music instruction based on years of education and professional experience, and I appreciate your commitment to learning and growing as a musician. To ensure a smooth and transparent process, please review the studio policy outlined below:

Tuition and Payment Schedule:

1. Semester Tuition:

- Lesson Tuition will be billed on a semester basis, with Spring 2024 consisting of 18 weeks of lessons through the end of May.
- The total semester tuition is divided into 5 equal monthly payments for your convenience.

Please see the breakdown of the tuition and the monthly payment:

45-minute lessons: \$810/semester, \$162/month

60-minute lessons: \$1,080/semester, \$216/month

If you have multiple students in the studio, rates will be per student/timeslot.

2. Monthly Payment Due Dates:

- Payments are due on the 10th of each month. Late payment will incur a \$20 late fee.
- The monthly payments ensure the full semester tuition is covered over the course of the semester while giving flexibility to attendance and alleviating balance questions throughout the months.

3. Accepted Payment Methods:

- I accept payments through cash, checks, Cash App, Zelle, and Paypal
 - Please make checks payable to Carrie RavenStem
 - Zelle: Carrie Stem maestracarrie@me.com
 - Paypal: [@carrieravenstem](https://www.paypal.com/@carrieravenstem)
 - Cash App: [\\$CarrieClarinet](https://cash.app/$CarrieClarinet)

4. Registration Fee:

- A one-time registration fee of \$25 is required upon **new** student enrollment to administrative costs and secures your spot in the studio.

5. Missed Lessons and Make-up Policy:

- Make-up lessons may be arranged in cases when the studio is notified at least 24 hours in advance.
- If your student is sick, please contact me as soon as possible to cancel as needed. If they are feeling under the weather/recovering but well enough to take a lesson, we may move the lesson to an online lesson to continue the lesson without fear of passing the illness (I will utilize this option as well if I am not well but still able to teach).
- During inclement weather you are welcome to move to an online lesson to alleviate the drive. Please note that I do need time to create an online link, so please request before 4:30PM when possible.
- With the cushion of 3 flex lessons, this will provide ample opportunity to make up for any missed lessons and utilize the purchased lesson at a later time in the semester.

6. Termination of Lessons:

- If you wish to discontinue lessons, I require notice at least 14 days before the next billing cycle.
- No refunds will be provided for lessons missed during the termination notice period.

Additional Notes:

1. Holidays and Studio Closures:

Tuition fees remain the same for months containing holidays or studio closures. These have been taken into consideration with the semester billing plan.

2. Rate Adjustments:

Tuition rates are subject to periodic review and adjustment. Notice of any changes will be provided at least 30 days in advance.

3. Communication:

It is the responsibility of the student/parent to inform the studio of any changes in contact information. I utilize emails and in time-sensitive situations, texts, to communicate any changes in the schedule.

4. Privacy:

I take your privacy seriously. All student and financial information is kept confidential.

Thank you for taking the time to review the new payment policy. If you have any questions or concerns, please feel free to contact me carrieravenstem@gmail.com. I appreciate your commitment to music education and look forward to helping your students achieve their individual, musical goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Carrie RavenStem". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Carrie RavenStem

RavenStem Studios

carrieravenstem@gmail.com

812-309-1477