

Studio Percussion Billing and Payment Information

1. Please do not pay tuition by handing it to instructors. Please do one of the following:
 - a. Mail your tuition to our PO BOX.
 - b. Pay online at www.studiopercussion.org.
 - c. Or place your tuition in the Black Box in the lobby.

2. You can help us keep our costs down (and consequently your tuition) by paying your tuition on time and without us having to send you an invoice. If you are on a membership plan you should know what you are paying each month. Therefore, we will not send you an invoice unless you are late.

3. Late fee policy
 - a. Tuition is due the first week of the month.
 - b. After the 10th we will apply a late fee of \$10 per month if the amount due is under \$100. If the amount due is over \$100 the late fee will be \$15 per month.
 - c. If your balance is unresolved after the 10th of the second month you will be removed from our schedule and your account will be referred to our collection agency.

4. We will apply a charge of \$25 or 15% the face value of the check if it is returned, whichever is more.

5. If you desire to cancel your membership please refer to your membership agreement for instructions.

6. Contact Jill Wagstaff at (352) 317-1516 or jilldumas66@hotmail.com if you have any questions.

Your account number MUST be attached to your payment so that we can credit it to the proper account.

Accounts are listed by the account number and verified by the STUDENT'S **full** name. This helps alleviate the confusion that arises when different people make payments on a single account or when an account has multiple students from the same family. We cannot access an account without the account number.

All payments should include the account number, student's name, and what month/months you are paying for. Failure to do so will result in a \$10 administrative fee to figure out which member your payment should be applied to.

For example, if Sally Smith is paying for her son Joe Smith's January tuition for any lessons at the studio, then in the memo section on her check she needs to write:

- **352-317-0017 Smith, Joe – January**

If you are a band practicing at the studio, your account is listed under a number and a member's name, NOT THE BAND NAME.

If payment is made in cash, then this information must still be attached—cash must be put in an envelope and the required information written on the outside.