

POLICIES

TONALTA SCHOOL OF MUSIC

Revised: July 28, 2026

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 at least a semester helps to ensure student success. In addition, Tonalta makes a commitment of teachers, resources, and classrooms for lessons.
 - a. **Dropping:** If it becomes necessary for a student to withdraw from lessons during the semester, the administrator should be notified. 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.
 - b. **Non-attendance:** If a student quits attending and does not inform Tonalta, the student may continue to be charged monthly tuition until such time as notification is received by Tonalta. . 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 until such time as notification is received by Tonalta. Monthly billing stops after proper notice.
 - c. **Tonalta Termination:** Tonalta reserves the right to drop any student who misses two or more successive class or lesson meetings without informing Tonalta administrators. Note that if we drop a student for this reason, the student will be charged tuition for each month the student has attended.
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. The calendar is based on 47 weeks of lessons per year for the fixed monthly fee. Note that lessons scheduled on certain days of the week may get fewer lessons, depending on where Halloween and July 4 fall in the year. Concerts count as the lesson for the week. The number of band rehearsals each semester may vary. Tonalta bands typically rehearse once per week for one hour. However, this may vary. For example, there may be extra rehearsals, or fewer rehearsals, there will be performances, recording sessions, video shoots, etc. The band tuition is not based on a set number of rehearsals, performances, etc. Missed or canceled band rehearsals, therefore, are not refunded.
3. **Current Tuition and Fees**

There is a \$25 registration fee per student each semester, and lessons are \$128 per month. Tonalta Bands are \$116 per month (band with lesson is \$104 per month). Students who take lessons on a second instrument, or, if multiple students from the same household take lessons, the rates are discounted and are \$116 for the additional student(s) or lesson(s). Students 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.
4. **Registration Fees:** Tonalta charges 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.
5. **Payment Options:**

- a. **Electronic Funds Transfer (EFT)/Autopay:** Tonalta uses automatic monthly tuition payments (“Autopay”) through Electronic Funds Transfer (EFT). This is to ensure the lowest tuition rates possible and for the convenience of our customers. At the beginning 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.
 - c. **Nonsufficient Funds Fee:** A fee of \$25.00 will be charged for each transaction that is returned due to non sufficient funds.
6. **Past Due Accounts:** There is a \$20 late fee for any accounts over 30 days past due and additional \$20 each month thereafter.
7. **Music Costs:** For some courses of study, the student may also be 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 may be charged for any music which must be replaced. Due to copyright laws, we cannot make copies for students who have lost their music.
8. **Student-Missed Lessons:**
If a student misses a lesson, Tonalta will try to schedule a makeup lesson if requested by the student. However, makeup lessons cannot be guaranteed, and there are no refunds or credits for lessons missed by the student.
9. **Tonalta-Canceled Lessons:**
If Tonalta must cancel a lesson (for example, due to instructor illness or emergency), Tonalta will either reschedule the lesson or issue a prorated tuition credit. Refunds for canceled lessons will normally be issued as account credit. Students who paid by cash or check for a full semester will have the credit applied toward the following semester. Exceptions may apply only under the Summer Flex Credit policy described below.
10. **Summer Flex Credits:** If you need to miss a lesson during the Summer session, notify us at least one week in advance through our online absence form. If we are unable to provide a makeup lesson at another mutually agreeable time, we will apply a credit for the missed lesson (up to two missed lessons during the Summer session, per student). To be eligible for Summer Flex Credits, accounts must be enrolled in Autopay and students must remain enrolled through the end of the Summer session. Students receiving reduced Summer tuition due to planned absences are not eligible for Summer Flex Credits for those absences. Credits may be applied toward Tonalta private lesson tuition only and may not be applied toward bands, registration fees, or combined with any other promotions or special offers. Credits will be applied toward the Fall session.

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.