

Payment Option A Policies

1. Tuition and associated fees are due directly to Lopez Studios, Inc. in one payment by August 1, 2011 or upon enrollment.
2. Payment may be made by check or any major credit card.
- 2a. Students will be entitled to 32 lessons within the year and will receive an additional 3% discount on total tuition if paid by August 1, 2011.
- 2b. Credit Card payments may be processed up to 5 Business days before payment is due. This is an automatic payment with no invoices, reminders or notices sent.
3. All tuition payments made by credit card will be subject to a convenience fee of 3.5% per transaction. (tuition only)
- 3a. Credit Card charge backs that result in default of this contract will be referred to our 3rd party collection agency for immediate collection.
- 3b. Scheduled automatic credit card charges that are declined for payment will be assessed a "declined" fee of \$35.
4. Absentees will be categorized as either excused or unexcused.
5. Make-up sessions will be available for excused absences only.
- 5a. In the event a scheduled private lesson must be cancelled by the student, the student will be required to give adequate notice of such cancellation in advance by contacting the instructor using the following guidelines:
 - Sickness/illness- 2 hour advanced notice of scheduled lesson
 - Schedule Conflict, Pre-arranged absence, or any other reason- 24 hour notice of scheduled lesson
- 5b. Students who do not show for their scheduled private lesson without giving the above required notice will be charged a \$25 Cancellation Fee for each incident.
6. There will be 1 designated make-up week per year for all excused absences. This will take place in the third week of June at the end of the year. Instructors may also schedule make-ups during the year prior to the scheduled make-up week if their schedule allows.
7. Students who exceed the 32 Lesson minimum per year will not be penalized.
- 7a. Full Year Programs are full 10 month programs (Sept. – June). The obligation to pay tuition for the full year is unconditional. Tuition is an annual fee.
- 7b. Although we try to honor requests for specific instructors, Lopez Studios, Inc. can not guarantee instructors for a specific period. Tuition obligations are unconditional.
8. For excused absences, it is the responsibility of the student to schedule all make-up lessons within the 1 week allotted. The studio will send out a make-up announcement prior to the start of the make-up week to inform students of times and availability. All lessons not made-up will be forfeited.
9. Only 2 make-up lessons will be allowed within this 1 week period.
- 9a. If a student has more than 2 excused absences that qualify for make-ups, returning students will receive a credit for the remaining lessons, while discontinuing students will receive a refund for the missed lessons.
10. All unexcused absences will be forfeited and not available for a make-up lesson.
11. The following is a break down of both excused and unexcused absences:
 - Excused:
 1. Teacher Cancellation
 2. Inclement Weather
 - Unexcused:
 1. All other reasons not included under the Excused heading.
12. If a student withdraws from the studio, they will be subject to the following refund schedule: (providing required notice has been given)
 - Withdraw within 2 months of enrollment or after tuition is paid - 40% refund
 - Withdraw between 3- 5 months of enrollment or after tuition is paid - 25% refund PLEASE INITIAL HERE _____
 - Withdraw beyond 5 months of enrollment or after tuition is paid - 0% refund
- 12a. Students who withdraw from the studio will be required to give 4 weeks (20 business days) advanced notice in writing before the next scheduled tuition payment is due. Otherwise, student/client will be responsible for full payment of any amount due at that time.
13. Students who are dismissed from the studio for disciplinary reasons will not receive a refund for classes/lessons missed.
- 13a. Students will receive a 100% refund of all fees paid in advance if a class/lesson has been cancelled or discontinued for any reason.
14. Tuition payment plans changed after initial signed payment contract will be subject to a \$60 adjustment Fee for each change request.
15. Tuition fees are subject to change at any time.
16. A \$35 fee will be charged for all returned checks as well as a \$35 Late Fee for all accounts 7 days past due for every month late (30 days).
- 16a. Clients whose account balances are more than 30 days past due will be withdrawn from the studio until all account balances become current.
- 16b. Clients will be responsible for any and all fees incurred by Lopez Studios, Inc. for the collection of outstanding balances including legal fees and/or court cost.
- 16c. Accounts that are 90 days past due will be referred to our third party collection agency for immediate collection.
- 16d. Refunds due to clients may take up to 30 days for processing and delivery.
17. All Registration, Material/Class Fees, and Tuition Deposits, are non refundable.

Payment Option B Policies

1. Tuition and associated fees are due in two payments on August 1, 2011 (or upon enrollment) and on January 1, 2012.
- 2a. The first payment will be due directly to Lopez Studios, Inc. by check or any major credit card.
- 2b. The second payment must be made through FACTS or any major credit card. Payments through FACTS will be processed on January 5, 2011.
- 2c. All tuition payments made by credit card will be subject to a convenience fee of 3.5% per transaction. (tuition only)
- 2d. Credit Card payers will not be sent an invoice or a reminder. These payments will be automatically processed based on your selected payment option.
- 2e. There is a \$20 yearly enrollment fee when budgeting 1 payment through FACTS.
3. Students will be entitled to 16 lessons per semester (32 per year).
4. Policies 2b-3-3a-3b-4-5-5a-5b-6-7a-7b-8-9-9a-10-11-12a-13-13a-13b-14-15-16-16a-16b-16c-17 from Option A apply to this option as well.
5. Students who exceed the 16 lesson minimum per semester will not be penalized.
7. If a student withdraws from the studio, they will be subject to the following refund schedule: (providing required notice has been given)
 - Withdraw within 2 months of enrollment or after tuition is paid - 25% refund
 - Withdraw beyond 2 months of enrollment or after tuition is paid - 0% refund PLEASE INITIAL HERE _____

Payment Option C Policies

1. Tuition and associated fees will be paid in 10 installments with the first payment due directly to Lopez Studios, Inc. by August 1, 2011 or due in the starting month of enrollment. Tuition through FACTS will begin in the following month (2nd month of enrollment).
- 1a. First Payment due directly to the studio may be paid by check or any major credit card.
- 1b. The remaining 9 monthly payments will be processed through FACTS. This is REQUIRED for Payment Option C.
- 1c. Payments through FACTS will begin in October and end in June.
- 1d. Payments through FACTS will be made on the 5th of every month.
- 1e. Accounts that are not collectable through FACTS for any reason will be responsible for a \$35 Late Payment Fee for each occurrence in addition to any other fees charged by FACTS or your bank.
- 1f. There is a \$41 yearly enrollment fee when budgeting monthly payments through FACTS. PLEASE INITIAL HERE _____
2. All monthly payments are due regardless of the number of lessons given in the month or any excused absences.
3. If a student withdraws from the studio, no refund will be given for lessons/classes missed.
4. Policies 2b-3-3a-3b-4-5-5a-5b-6-7a-7b-8-9-9a-10-11-12a-13-13a-13b-14-15-16-16a-16b-16c-16d-17 from Option A & B apply to this option as well.

I (We) have thoroughly read all of the policies concerning the payment options prior to selecting an option. I (We) further understand and agree to adhere to all the policies written hereof. Please initial items under the payment plan selected.

Responsible Party Signature

Date