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## Instructional/Payment Policy

Any policy revision and/or change in fees will be communicated 30 days prior to implementation.

### Pricing\*

\*Please note: Instructional sessions are 50 minutes in length.

**Monthly Fee: \$495**

**Credit Card Processing Fee: \$15/month (waived for check payments)**

**1-5 miles\* travel fee: Additional \$5 per Session (\*calculated from READMontana office)**

- I understand that my monthly fee is based on two sessions per week for 45.5 weeks/year. ***Tuition is not pro-rated, refunded, or credited for missed classes or holidays.*** The 6.5 weeks of non-billed instruction include:
  - ❖ Spring Break\*
  - ❖ Last week of school\*
  - ❖ First Week of School\*
  - ❖ Thanksgiving Holiday (Wednesday – Friday)
  - ❖ Christmas/New Year's Break (2 weeks)
  - ❖ One additional flex week per year according to student/family preference

*\*According to the Bozeman School District Calendar*

- Sessions that are scheduled to occur on the following federal holidays may need to be made up/rescheduled:
  - ❖ Martin Luther King Day
  - ❖ Presidents Day
  - ❖ Memorial Day
  - ❖ Independence Day
  - ❖ Labor Day
  - ❖ Veterans Day
- ***I understand that consistent attendance is crucial to my student's progress.***

- I understand that ***there will be no refunds/credits offered for missed sessions***. Instead, my instructor will offer 1-2 options for make-up sessions. If these do not work with my schedule, ***I understand that I will forfeit the missed session and will not receive a refund for services***.
- I understand that in some circumstances make-up sessions may be provided by an alternate READMontana instructor.
- I understand that online sessions are equivalent to in-person sessions.
- I understand that make-up sessions will only be offered when:
  - ❖ advance notice is given (no later than 8:00 PM on the night prior to the session)
  - ❖ when due to technical issues (for online learners)
  - ❖ when a session is canceled by an instructor

***I understand that I will not be offered a make-up session OR a refund if these circumstances do not apply.***
- I understand that excessive schedule changes cannot be accommodated by RMT staff. ***Therefore, families will be allowed to reschedule no more than 2 sessions per month.***
- I understand that up to two sessions per year may be dedicated to family/instructor meetings (in place of instruction) to review student progress.
- I understand that I can observe my child's sessions during an agreed-upon time, but I must provide the instructor with a minimum of 24 hours' notice.
- I understand that I am responsible for reviewing the monthly schedule and communicating with my instructor about any upcoming potential conflicts.
- ***I understand that tuition is due on the 1<sup>st</sup> of each month*** and that a late fee of \$35 will be assessed for each past-due payment on the 5<sup>th</sup> of every month. ***Please let us know if you would like to put a credit/debit card on file that can be charged each month on the 1<sup>st</sup>.*** You will still receive an invoice to review before the charge, and a receipt of payment after the invoice is paid.
- I understand that I will be invoiced each month ***through email*** and that I can pay my tuition with cash, check, Visa, MasterCard, or checking account.
- RMT reserves the right to discontinue services in the following situations:
  - ❖ Repeated late payment
  - ❖ Inconsistent attendance
  - ❖ Excessive requests for schedule changes
  - ❖ Ongoing, unaddressed student behavioral concerns

❖ Unresolved negative treatment of RMT staff

In all situations, RMT is committed to healthy, transparent communication in an effort to prevent the discontinuation of services.

- I understand that by signing below I am agreeing to the terms in this document.

Student Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_