



Billing is SIMPLE and FAST

Thank you for being part of the Irvine Conservatory of Music. Here is some key information regarding your tuition billing cycle, as well as a few policies:

Tuition Schedule and Policies:

At Irvine Conservatory, we use a month to month billing cycle. Upon official registration and enrollment, tuition will be processed on the **1st of every month**. If you register on **any given day** of the month, you will only be charged for the remainder of the month. Automatic billing occurs on the **1st** of each month. You will be charged by the number of weekly lessons you will attain during each unique month. Unfortunately, monthly billings cannot be refunded, so it is important that you keep track of your own lesson schedules and attendance.

Please refer to our **school policies** for information regarding cancellations, rescheduling, and make-up lessons. You may grab a copy of the policies at the front desk if you do not have one. You can also email the school for a copy at: info@irvinecm.org

- Per school policy, if you must cancel a lesson, you must notify the school **24 hours** in advance. This will ensure that faculty members can be able to free up their own schedule. You will be given the opportunity to schedule make-up lessons if cancellation occurs, but you must schedule it within the month of billing of your missed lesson.
- If you do not schedule a make-up lesson within the month you were billed, you will be forfeiting the entire lesson and that lesson tuition will still be charged and cannot be refunded.

Changing Payment Method or Discontinuing Enrollment:

If you need to change your payment method or decide you must discontinue your enrollment at Irvine Conservatory, please give us a written notice at least **30 Days in advance** of your intention. Your written notice will allow us to make changes to your automatic billing cycle, and this will avoid any unnecessary charges to you in the future. We take your billing process very seriously, so we want to do what we can to avoid any unnecessary problems.

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By signing, I agree to authorize **Irvine Conservatory of Music, Inc.**, upon registration and enrollment, to auto-debit my card on file on the 1st of each month during the billing cycle.

I, _____, understand the tuition billing cycle and policies, and agree to the terms and conditions above.

Signature: _____

Date: _____