



payment amounts and due dates

Review the document "Eclectic Music Tuition Rates" to determine your payment amount. Payment due dates are as follows: **August 1, September 15, November 1, December 15, February 1, March 15, and May 1.** Tuition payments received more than five days after the due date are subject to a \$20 late fee. If a student's tuition for the upcoming session has not been received within ten days after the due date, the student may be dropped from our roster for that session.

checking your balance or making a one-time online payment

Go to <http://clients.mindbodyonline.com/ws.asp?studioid=7055&styp=-99> and following the steps below: 1) Log in or sign up (use your own name to set up your account, not your child's). If you are enrolled in lessons, you already have an account - you just need to set up a login.

- 2) To get your balance, click on the "MY INFO" tab and the "My Account" sub-tab (is "sub-tab" a word? It is now). Your balance due will appear in parentheses.
- 3) To pay, click on the "ONLINE STORE" tab and then the "Gift Certificates/Credit" sub-tab. *Do not "purchase" any lessons - you are only making an account payment for lessons that have already been billed to your account.*
- 4) Scroll down to "Account Payment" in the drop-down menu.
- 5) Enter the desired amount and click on "MAKE PURCHASE".
- 6) Click on "CHECK OUT" and input your billing info.
- 7) Click on "PLACE ORDER" and you're done. You should get an email receipt.

enrolling in autopay

Enrolling in Autopay will allow you to avoid worry and late fees. Your tuition will be paid automatically on each payment due date. You can pay by electronic draft (ACH), Visa, Mastercard, or Discover (AMEX coming soon!).

Non-computer-person method: Download and fill out the form at <http://eclecticmusicatlanta.com/documents> or pick it up at the school and fill it out. Turn it in to the director's box at any of our studios, or mail to 1187 Virginia Ave NE, Atlanta, GA 30306.

Hybrid method: Fill it out the form online at <http://www.eclecticmusicatlanta.com/autopay-agreement>. Then, to set up your billing information (which cannot be transmitted securely through the online form), call us at (404) 910-3687.

Online method:

- 1) Fill it out the form online at <http://www.eclecticmusicatlanta.com/autopay-agreement>.
- 2) Create an account at <http://clients.mindbodyonline.com/ws.asp?studioid=7055&styp=-99>.
- 3) To input your billing information in your account, follow the directions below:
 - Click on the "My Info" tab.
 - Click on "My Contact Info" just below the tabs.
 - Click on "Edit Your Account" on the right-hand side, scroll down, and input your billing information.

paying by check

Payments by check should be sent to Eclectic Music at 1187 Virginia Ave NE, Atlanta, GA 30306 or dropped off at any of our studios. There is a basket at each school for checks and correspondence. You may also wish to set up payments through your bank's bill pay service. The amount is drafted from your bank account and a paper check is mailed to us.

There is a \$25 charge for a returned check.

thank you for your business!