

## **Step Up for Students Scholarship Agreement**

### **1. Overview:**

***\*ONLY APPLIES TO CUSTOMERS WITH THE UA OR PEP "STEP UP FOR STUDENTS" SCHOLARSHIP\****

- Families enrolled in the **Step Up for Students** scholarship program may use the Direct Pay Marketplace to cover the cost of music lessons. Search "Tallahassee Music Academy" to find us on the Direct Pay Marketplace. Please review the following policies specific to scholarship recipients:

### **2. Lesson Fees:**

1. All lesson fees must be paid in full through the **Direct Pay Marketplace**.
2. There is **no multiple-student discount** for families using Step Up for Students scholarship funds. For example, if two students are receiving 30-minute lessons, each **must be paid at the full rate** of \$40 per lesson.
3. Monthly invoices will be issued in the last week of each month for the following month. Payments are due by the **5th day of the month**.
4. Families may pay through the Direct Pay Marketplace; however, **payment must be submitted by the due date** listed on the invoice.
5. A \$20 late fee will apply to any invoices not paid by the due date.

### **3. Additional Fees:**

1. The following fees are not eligible for full payment through the Direct Pay Marketplace due to sales tax collection requirements:
  - Sign-Up Fee (e.g., \$50)
  - Annual Administrative Fee – issued on the 1<sup>st</sup> of every calendar year (e.g., \$50)
  - Recital Fees (e.g. registration fees and admission fees)
2. Families have two payment options for these fees:
  - **Option 1:**
    1. Pay the base fee (excluding sales tax) through the Direct Pay Marketplace.
    2. Mail a separate check for the sales tax amount to:  
**Tallahassee Music Academy**  
1646 Folkstone Rd  
Tallahassee, FL 32312
  - **Option 2:**
    1. Pay the entire fee out-of-pocket (including sales tax)
    2. Request a receipt that meets Step Up for Students reimbursement guidelines to submit for reimbursement.

### **4. Payment Timing & Authorization:**

1. Lesson payments must be **submitted** by the parent/guardian via the **Direct Pay Marketplace** *by the due date listed on the invoice*.
2. Any invoice that remains unpaid **one week after the due date** will result in the **termination of all scheduled lessons** until payment is received in full, including any applicable late fees.
3. **Missed lessons due to late payment are not refundable or credited** under any circumstances.

## **5. Refund Policy:**

1. All lessons paid through the Direct Pay Marketplace are non-refundable. If a lesson is excused (e.g., illness, family emergency), it will be credited toward the following month's invoice, per our standard cancellation policy.

## **6. Administrative Support Limitations:**

1. While we are happy to provide itemized receipts upon request, it is the parent/guardian's responsibility to manage communication and compliance with Step Up for Students.
2. We are not responsible for denied reimbursements due to missed deadlines, insufficient documentation, or Step Up for Students Policy changes.