



Example Late Fee Scenarios, for your convenience.

Website: hannahehmusic.com

Families who pay by check/cash... I would recommend that you pay at the lesson before the due date.

***OR you can mail the amount and text me when it was physically mailed.**

***OR you can drop off the amount in my mailbox before the due date.**

***Otherwise, families are welcome to Venmo me anytime before the due date @11:59pm.**

(Waiting until the night of the due date to pay by Venmo.)

1. Sally's statement amount is \$85 and her due date is Oct. 1st by 11:59pm.

- Sally was going to pay her amount when she got home, but she forgot about her statement until the next morning at breakfast Oct. 2nd. She quickly looks at her statement amount from her email and to pay her amount on Venmo. *Sally has to add \$5 to her amount since she is 1 day late. Her total is \$90.* Sally Venmoes \$90 to Mrs. Hannah, but now has 1 late payment on her account for the studio year.

(How to total the late fees when it is more than one day late.)

2. Traci's statement amount is \$130 and her due date is Nov. 1st by 11:59pm.

- Traci forgot to pay her statement until dinnertime @6pm on Saturday Nov. 2nd. She looked at her statement from her email to see her total. Traci doesn't use online payments, so she has to drop off the check/cash in the morning, on Sunday, Nov. 3rd. *She knows that Nov. 3rd will make 2 days past the due date. So, Traci adds \$10 to her amount for 2 days of being late, Nov. 2nd and Nov. 3rd. This makes Traci's total \$140.* Traci writes a check for \$140 and drops it off at Mrs. Hannah's house Sunday morning before church. Traci texts Mrs. Hannah @9:30am before she drove away, so the time is guaranteed! Traci now has 1 late payment on her account for the studio year.

(How to total the late fees when you mail your amount.)

3. Hunter's statement amount is \$130 and his due date is Nov. 1st by 11:59pm.

- Hunter forgot to pay his statement amount at his lesson Friday afternoon and didn't realize it until after dinnertime on Nov. 1st. He looked at his statement from his email to see his total. Hunter doesn't use online payments, and he lives 30 minutes away from Mrs. Hannah's studio. So, Hunter decides to mail the amount instead. *He knows that it will be past 8pm by the time he can physically mail out the letter in the morning, so Hunter adds \$5 to his amount, making his total \$135.* Hunter writes a check for \$135 and puts it in a sealed envelope addressed to Hannah Adhikari.

- Hunter texts Mrs. Hannah stating that he mailed his payment and late fee as soon as he drops the letter off at his local mail carrier on Nov. 2nd. When mailing payments to Mrs. Hannah, the day the payment is received is the day it is marked as paid UNLESS Mrs. Hannah is made aware of exactly WHEN you sent your payment. Hunter now has 1 late payment on his account for the studio year.

(Waiting until the next lesson to pay.)

4. John's statement amount is \$170 and his due date is Dec. 1st by 11:59pm.

- John was having a crazy week, and his due date for piano completely slipped his mind. He sends his 2 kids into piano lessons on Thursday Dec. 5th, and is surprised to see a call from Mrs. Hannah. "John, I have not received your statement total yet, so unless you can get it to me now by check, cash, or Venmo, I will have to send the kiddos back home with you until it's paid," says Mrs. Hannah. "Okay," John says quickly, "But I don't have Venmo or my checkbook... Can the kids stay at your house while I go to the ATM?" "Of course," Mrs. Hannah replies, "We cannot start the lessons until you get here with the payment, though."

- John checks his statement total from his email. He then counts how many days have past since the due date. "*Let's see, Dec. 2nd, 3rd, and 4th, and today, Dec. 5th,*" John says. $4 \times 5 = 20$, *so John adds \$20 to his amount, making his total \$190.* John grabs the cash, heads back to Mrs. Hannah's house and finds the kids reading on the couch. He gives Mrs. Hannah the \$190 and heads to run some errands during the rest of the kids lesson time. He now has 1 late payment on his account for the studio year.

(What happens when I get 2 late payments during the studio year?)

5. Mrs. Doe's statement amount is \$170 and their due date is Dec. 1st by 11:59pm.

- Mrs. Doe forgot to Venmo Mrs. Hannah at their piano lesson, Tuesday afternoon. She already has one late payment on her account from a couple of months ago. Mrs. Doe was going to pay their amount as soon as she got home from piano lessons. The family sat down to watch holiday T.V. the night of Dec. 1st, but paying the statement amount completely slipped her mind.

- Mrs. Doe jumped with a start when she remembered the next morning...the due date! She scrolled through her emails to find her statement amount. She decided to pay through Venmo, but she realized it was 8:32am, past Dec. 1st. *Mrs. Doe now has to add \$5 to her amount for being late, making her total \$175.* Mrs. Doe Venmoes the \$175 to Mrs. Hannah, but now has 2 late payments on her account for the studio year. She receives an email that week from Mrs. Hannah warning her their position will be "forfeited and replaced" upon the 3rd late payment that studio year.

(What happens when I get 3 late payments during the studio year?)

6. Bo's statement amount is \$90 and his due date is Dec. 1st by 11:59pm.

- Bo is a CEO, and part-time hiker, so he often forgets to pay his statement on time when due dates fall on the weekend. It is now Monday, Dec. 2nd @10am, the morning of Bo's lesson. Mrs. Hannah lets him in and explains that lessons can't begin until he pays his amount and late fees. *Bo pulls out his calendar and sees that he is 1 day late (Dec. 1st).* So, *Bo adds \$5 to his amount, making his total \$95.* He gives the \$95 to Mrs. Hannah, and continues on with his lesson, but Bo now has 3 late payments on his account for the studio year.

- Before the lesson starts, Mrs. Hannah regretfully lets him know their last lesson will be at the end of the month. Bo can choose to be put on the bottom of Mrs. Hannah's waiting list for a new time, or be dismissed. Bo really loves piano lessons, but didn't realize how often he was late on his payments, even by just one day or a couple of hours. Bo thanks Mrs. Hannah, and asks to be put on her waiting list after the last lesson with his current lesson time. Bo assures Mrs. Hannah he will be more attentive to due dates in the future, and Mrs. Hannah lets him know that he will receive an email with any new times available. (As soon as 1 week, or perhaps 1-3+ months).