

Explanations on the Music School's invoices

The Music School's invoices are drawn until the end of the legal year in form of an annual review ("1. Rechnung" = "1st invoice"). The complete sum is **not** due at once. Should something change during the year, we create for each change a new, corrected annual review ("2. Rechnung", "3. Rechnung", = "2nd invoice", "3rd invoice" and so forth). These new invoices present under the position "Differenzbetrag" (= "differing amount") the difference in regard to the previous invoice.

When do I have to pay what? Where is it noted?

You can find the payments you have to make in the lower part of the invoice.

- **When** you have to pay, is noted under the line "**zahlbar**" = ("payable").
- **Which amount** you have to pay until that date, is noted under the line "**Neu**" = ("new").
- Below that, you can see whether the amount will be debited or has to be transferred or whether you get a refund.

Which positions do these costs consist of?

In the middle of the invoice you can see, how the costs are put together.

- **Column "Unterrichtsart" (= "type of lesson")**

Lesson costs are divided into two sums:

- "Grundgebühr" (= "basic fee") (under specification of the teacher's name in column "Lehrer" = "teacher") The basic fee is charged just once per student. and
- "Fachbezeichnung/Unterrichtsform" (= "nomenclature/type of lesson")
If added, this makes up the sum mentioned in the schedule of fees.

If you have rented an instrument, it will be listed additionally: The costs for the instrument are divided into two sums as well:

- "Grundgebühr" (= "basic fee" (under the specification "Instr.-Miete" (= "instrument rent") under the column "Lehrer" = "teacher") and
- "Instrumentenbezeichnung mit Inventarnummer" (= "instrument designation incl. registration number") If added, this makes up the sum mentioned in the schedule of fees.

- **Column "Zeitraum" (= "period")**

Here, we mention those months, for which the figure is being calculated:

- From "Monat/Jahr" (= "month/year") till estimated "Monat/Jahr" (= "month/year")

- **Column "Erm.%" (= "discounts")**

Here, you find your individually granted discounts:

Please notice the maximum period of discount approval is 12 months; each extension has to be applied for anew.

- Discounts because of financial reasons in steps of 25 %, 50 %, 75% or 100% (e. g. with a HannoverAktivPass) of the lesson share in the fee
- Discount for siblings (25% or 50% of the lesson share in the fee)
- Discount on the second lesson fee for additional classes
(e. g. choir, orchestra, 100% of each of the lesson share in the fee)

BuT-vouchers are mentioned separately and deducted from the amount.

Information on bank transfers

- Should you decide to transfer the money by yourself, please add the "**Kassenzeichen**" (= "transaction number") as reference (upper right corner).

- You can find the **bank details** (please choose one!) at the bottom.

Under: www.Musikschule-Hannover.de/Fragen regarding invoices

As in Okt. 2016