



# Instructor's Pay Sheet

Instructor:	Address:	City:	State & Zip:
Phone:	Cell:	Email:	
Class / Workshop Title:	Member Tuition:\$	Non-Member Tuition: \$	# of lessons:
Term: (circle) Fall Winter Spring Summer	Member Price per lesson: \$	Non-Member Price per lesson: \$	
Dates Classes met: through			

## Registered Students

Student Name	Member or N/M	Phone	Address and Email	# of lessons	Payment Amount	Payment Date	Method of Payment	Balance Due
<b>TOTAL NON-MEMBERS</b> (B. = # of non-members x difference in tuition from member rate ) →	<b>#</b>		<b>(A.) TOTAL AMOUNT COLLECTED →</b>					

100% of the non-member tuition surcharge is payable to the Guild of Creative Art

<b>To Calculate Allocation of Funds</b>		
1. A = total from chart	<b>A: Total amount collected:</b>	\$
2. B = # of non-members x difference in tuition from member rate	<b>B: Non-Member surcharge(s) collected:</b>	\$
3. A - B = C	<b>C: Subtotal: (A - B = C)</b>	\$
4. C x 30% = D	<b>D: 30% Guild Commission on sub-total: (C x 30%)</b>	\$
5. B + D = E	<b>E: Amount due to Guild: (N/M surcharge + commission) (B+D)</b>	\$
6. A - E = F	<b>F: Total Due Instructor: A - E</b>	\$

Teacher's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submit completed form online to Bill Alcaro at [guildogcreativeart-instruction@verizon.net](mailto:guildogcreativeart-instruction@verizon.net) or deliver to the Guild office.