Whitehorse Music School Enrolment Form

PLEASE PRINT

Parent/Guardian Name: Mr/Miss/Mrs/Ms		
Student Name:	Please Circle: **Gender:** M / F	**Adult/Child** (Age: yrs)
Approx Level of student: Please fill out as necessary ❑ Beginner ❑ Other: ❑ Learnt years ago, wanting to pick it up again ❑ Years learning the instrument _____ ❑ Highest Grade obtained _____		
Email:	**Home Phone:**	**Mobile:**
Please send invoice via (please circle): Email Regular Mail		
Address:	**Suburb:**	**Postcode:**

Conditions of Enrolment

I understand and agree that:

1. **Lesson fee must be paid to book the lesson time.**
2. If **at least 24-hour notice (via phone, email or fax) is given to cancel a lesson**, a make-up /credit lesson can be organised. Due to strict timetable policies lesson cancellation with insufficient notice must be paid for. If the student is sick on the day and cannot make it to lesson they must show the Doctor's Certificate for a make-up/credit lesson.
3. After attending the first 2 lessons, **the payment for the rest of term must be paid at least 24 hours prior to your 3rd lesson should you wish to continue lessons**.
4. I must let the office know of any changes to my contact details.
5. It is **strongly recommmended to arrive at least 5 mins early to the lesson start time** and wait in the waiting area, so that lessons can start + end on time. Should you have any questions for the teacher, please contact the office and we can arrange for your teacher to contact you.
6. Due to the full schedule of our teachers, there is a possibility that lessons may run 5-10 mins late. If this happens the teacher is required to teach overtime so that each student receives a full 30min lesson.
7. If the student arrives late, the teacher is not required to compensate for the missed time as they would need to start their next student on time.

I have read and understand the points stated above.

Signed: _____ Name: _____ Date: _____

LESSON DETAILS: STAFF TO FILL OUT

Teacher:	**Instrument:**	
Lesson Day:	**Lesson Time:**	
First Lesson Date: / /	**Need instrument to borrow? ❑ YES ❑ NO** **(For first 2 lessons, and in the lesson only)**	
Other notes:		
Check list (STAFF PLEASE TICK): ☐ Payment? ☐ Board? ☐ Teacher Roll? ☐ Musipos? ☐ Notified Teacher?		Admin ONLY: ☐ Email /CoE? ☐ Admin Log? ☐ Online T/T?