



Whitehorse Music School Enrolment Form

Please PRINT

Parent/Guardian's Name: _____ Student's Name: _____

Home Phone: _____ Mobile: _____ Work Tel.: _____

Email: _____ Address: _____

Please send correspondence via: Email / Mail _____ Postcode: _____

Student Details

DOB: _____ Gender: M / F Instrument: _____

Approx. level of Student: (please fill out as necessary)

- Beginner Other Comments:
- Learnt years ago, wanting to pick it up again
- Number of years learning the instrument: _____
- Highest music grade obtained: _____

Lesson Details

Lesson starting date: _____ Number of lessons (please circle) : First 2 lessons / Full Term: _____ lessons

Teacher: _____ Lesson Day: _____ Lesson Time: _____ AM / PM.

Payment Details

Please tick:

- I enclose my cheque/money order for \$ _____ payable to Whitehorse Music.
- I wish to pay by Credit Card (incurs small 1% fee).

Please circle: **Visa Master Amex** Name on card: _____

Card Number: _____ Expiry Date: ____ / ____

I authorize Whitehorse Music to charge my credit card for: \$ _____ Signature: _____ Date: _____

- I wish to pay by Bank Deposit. Our Bank Deposit details are as follows:
Acc. name: Whitehorse Music
BSB: 033 172
Acc. No.: 562705

Please leave the **Student's Name** in the deposit description so that we can identify you.

Conditions of Enrolment

1. Lesson fee must be paid to book the lesson time.
2. If **at least 24-hours 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 recommended 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: _____

STAFF MEMBER: _____

- Payment Board Teacher Roll Musipos Notified Teacher
- Need instrument to borrow? Yes / No (For first 2 lessons, and in the lesson only)

ADMIN only:

- Admin log Email/COE Online T/T