

# Encore! School of Music: Enrolment Form 2012



<b>Student title</b>	<i>Please circle appropriate title:</i> Mr /Mrs /Miss /Ms /Master /Dr					
<b>Student name</b>						
<b>Preferred name (if any)</b>						
<b>Date of birth</b>						
<b>Occupation</b>						
<b>Contact person (if different from student)</b>	<i>Please circle appropriate title:</i> Mr /Mrs /Miss /Ms /Master /Dr Name: _____ Relationship to student: _____					
<b>Contact address</b>						
<b>Telephone</b>	Home:			Work:		
<b>Mobile</b>						
<b>Email</b>						
<b>Is it suitable for us to email any written correspondence to you?</b>	<i>Please circle:</i>		Yes			No
<b>Do you agree for pictures of the student to be used in Encore!'s publications and for marketing purposes? (including website, Facebook, newsletters)</b>	<i>Please circle:</i>		Yes			No
<b>What instrument(s) would you like to sign up for? (please circle)</b>	<b>Individual classes:</b>					
	Bass guitar	Clarinet	Drums	Flute	Guitar – acoustic	Guitar - electric
	Piano/keyboard	Recorder	Singing	Saxophone	Violin	
	<b>Group classes:</b>					
	Band			Music Theory		
<b>Length of lesson</b>	<i>Please circle:</i>		30 minute lesson	60 minute lesson		
<b>Which term in 2012 would you like to start?</b>	<i>Please circle:</i>		Term 1	Term 2	Term 3	Term 4
<b>Which branch would you like to have lessons at?</b>	<i>Please circle:</i>		Churton Park - Saturdays	Johnsonville – Tuesday afternoons		
	Wellington City – Thursday afternoons					

If you would like to have lessons at Churton Park, please shade the table below for the time slots that suit you.

Morning					Afternoon											
9:00-9:30	9:30-10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:00	1:30-2:00	2:00-2:30	2:30-3:00	3:00-3:30	3:30-4:00	4:00-4:30	4:30-5:00	5:00-5:30	5:30-6:00

If you would like to have lessons at Johnsonville or Wellington City, please shade the table below for the time slots that suit you:

Afternoon					
3:30-4:00	4:00-4:30	4:30-5:00	5:00-5:30	5:30-6:00	6:00-6:30

<b>How did you find out about Encore?</b> (please circle)	School newsletter	School flyers
	Came across website	Feeling Great
	Finda	Mailbox flyers
	Poster – location? _____	Referral – who? _____
	Other – please specify:	

Please provide an alternative contact person in the event of an emergency:

Name:			
Relationship to student:			
Telephone:	Home:	Work:	Mobile:

Please specify any disability or sickness that Encore! should be aware of: (e.g. asthma, allergies, epilepsy)

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What is your music history? (please include instruments you can play, years of music learning, highest grade achieved, any awards or other achievements in music)

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What are your long-term musical goals? What are your goals for the next 12 months?

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Any other information that you would like to include? (e.g. preferred style of teaching)

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1. We agree to provide, and you agree to pay for, the services on the terms of this agreement, which is comprised of this document and the terms and conditions as stated on our website (this may be updated from time to time).
2. You acknowledge that you agree to abide by the terms and conditions as stated on our website.

**Signed by student** (if student is below 18 years of age, this should be signed by the parent/legal guardian):

Signature of authorised person	Date:
Name of authorised person and position (student/parent/legal guardian)	

**Signed by Encore Limited:**

Signature of authorised person	Date:
Name of authorised person and position	

# Encore! School of Music: Terms and Conditions

These are the terms and conditions for students enrolled in Encore! School of Music as at January 2012. Please keep this sheet for your reference and please refer to the website for the latest terms and conditions.

## Music Lessons:

- Music lessons are held during Encore! school terms as outlined on our website.
- Please be punctual for your lessons. Lessons are held back-to-back and we will not be able to extend your time slot.
- In the event that your regular teacher is unable to attend a lesson, Encore! will either provide a substitute teacher or reschedule the lesson at a time that is convenient for you.
- In the event of a student requiring urgent medical treatment, Encore! would arrange this at the expense of the student or the parent/caregiver.
- Encore! reserves the right to refuse or cancel your enrolment. In the event of a cancellation, Encore! will give you a refund for any lessons you have paid for but not attended.

## Fees:

- You will be invoiced each term for an entire term's music lessons. Fees must be paid in full before the first lesson of each term.
- New students who begin after a term has started will be invoiced only for the remaining lessons in that term.
- Every Encore! student is required to pay for a music book (Encore! approved at their level) and a one-off registration (which includes an Encore! Start Up Kit) of \$10.00. These items will be included on your invoice.
- If payment is not received after your first lesson in the term, Encore! reserves the right to cancel your enrolment.
- Encore! does not give any refunds or crediting of fees except on the rare occasion where a lesson has to be cancelled due to the unavailability of a teacher.
- Encore! will take all reasonable care during lessons to ensure your well-being. However, we are not liable for any loss, damage or injury incurred on the school premises.

## Catch-Up Lessons:

- Students who are taking individual lessons are entitled to one catch-up lesson each term. The dates for catch-up lessons are fixed and are outlined on our website.
- Catch-up lessons are given only if you advise us by 4pm the day before your lesson of your intended absence. They will not be provided otherwise.
- Catch-up lessons are not provided for group lessons.