



COME TO **ENCORE! SCHOOL OF MUSIC**—LIVE THE MUSICAL DREAM AND REACH YOUR FULL POTENTIAL!

Dear Prospective Student,

We're delighted you're interested in finding out more about Encore! School of Music. Encore! is an exciting new venture launching in the Churton Park/Johnsonville area in February 2010. Whether you're young, old or in-between, whether you have a musical background or not, we will help you achieve your musical goals. We have excellent teachers who would love to teach you:

- Piano/Keyboard
- Guitar
- Singing
- Clarinet
- Saxophone
- Flute (starting Term 2)
- Drums (starting Term 2)

Here is some basic information about our music lessons:

- Encore! lessons are designed to be fun, engaging and full of variety, yet targeted towards students individual musical goals
- Encore! has an exciting objective-based curriculum, whereby students work through different stages in their musical development
- Our lessons are held on Saturdays between 9am and 6pm at Churton Park School, during the primary school term
- Our lessons are one-on-one and generally run for 30 minutes, unless you request a 60 minute lesson
- The fee for each lesson is \$30.00 (incl. GST), however we require you to sign up and pay for a term of lessons in advance (or part of the term if you sign up part way through)
- Each student is entitled to one catch-up lesson per term, to cover any anticipated absence

Please check out our website www.encoreschoolofmusic.co.nz for more detailed information, or get in touch with us using the contact details provided below.

The great news is you can enrol for 2010 today! Sign up before January and your first lesson is FREE!!

Simply fill in the attached service agreement and student information sheet, place in the envelope provided and mail it back to us or mail to Encore! School of Music, PO Box 83048, Johnsonville, Wellington. We will be in contact with you to confirm your place and provide you with further information about Term 1, 2010.

We're so excited to have you on board as you begin your musical journey with Encore! You're going to love it!

Yours sincerely,

Fern Phoon & Leah Fuimaono
CO-DIRECTORS, ENCORE! SCHOOL OF MUSIC

POST PO Box 83048, Johnsonville, Wellington | **PHONE** 0497 MUSIC
EMAIL info@encoreschoolofmusic.co.nz | **WEB** www.encoreschoolofmusic.co.nz



Encore! School of Music: Service Agreement

Student name:	Please circle appropriate title: Mr /Mrs /Miss /Ms /Master /Dr Name:
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Preferred name:	
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Date of birth:	
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Occupation:	
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Contact person: (if different from student)	Please circle appropriate title: Mr /Mrs /Miss /Ms/ Master /Dr Name: Relationship to student:
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Contact address:	
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Mailing address: (if different from above)	
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Telephone:	Home:	Work:
Mobile:		

Email:	
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Is it suitable for us to email any written correspondence to you?	Please circle: Yes No
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Do you agree for unnamed pictures of the student to be used in Encore!'s publications? (including website, newsletters)	Please circle: Yes No
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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 attached terms and conditions.
2. You acknowledge that you have reviewed the terms and conditions and have agreed to abide by them.

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: Student Information

Which lessons would you like to sign up for?

- Piano/keyboard
- Guitar
- Singing
- Saxophone
- Clarinet
- Flute
- Drums

Length of lesson: 30 minute lesson 60 minute lesson

Which term in 2010 would you like to start? Term 1 Term 2 Term 3 Term 4

Please shade all the time slots that suit you for your Saturday lesson:

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

How did you find out about Encore!?

- School newsletter
- School notices
- Referral
- Came across website
- Yellowpages
- Finda
- UBD
- Mailbox flyers
- Poster. Location?.....
- Other. Please specify:.....

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

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

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

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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Encore! School of Music: Terms and Conditions

These are the terms and conditions for students enrolled in Encore! School of Music as at 23 November 2009.

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) of approximately \$25.00 and an administration fee plus Encore! Start Up Kit of \$10.00. These items will be included on your invoice.
- If payment is not received after your first two lessons in a 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:

- You 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 in advance of your intended absence. They will not be provided otherwise.