



www.soundworksmusic.co.nz

Director: Liz Locke Ph: 355 3814 or 027 3385 491

Enrolment Form 2011 _____ School

Student's Full Name.....

Address.....

Age:..... Date of Birth:..... School Year:..... Room No:.....

Parent/Caregiver's Names and contact details:

..... Home Ph:..... Work Ph:.....

..... Mobile:

..... Home Ph:..... Work Ph:.....

..... Mobile:.....

Email Address.....

How did you hear about us? School newsletter – pamphlet – website - Yellow Pages - Tribune advertisement - Guardian advertisement - word of mouth - other.....

Which instrument is your child enrolling for?.....

Is there an instrument available for practice during the week? Yes/No

Please detail any previous musical tuition.....

Is your child right-handed / left-handed ? (circle which)

Any other relevant information that you think may be important for your child's teacher know

Indicate Class preference:

- Group of Two** (30-minute lessons) (Not applicable to piano) - \$175 per term **or** 10 x \$70 p.a.(incl. GST)
- Individual** (20-minute lessons) - \$235 per term **or** 10 x \$94 p.a.(incl. GST)
- Individual** (30-minute lessons) - \$280 per term **or** 10 x \$112 p.a.(incl. GST)
- Overlapping individual** (15-min individual, 15-min shared) - \$250per term **or** 10 x \$100 p.a.(incl.GST)
(Piano only)
- Recorder or Ukelele only-Group 2-3** (20 minute lessons) - \$125per term **or** 10 x \$50 p.a.(incl.GST)

Start-up Pack (compulsory all new students) one-off cost of \$12.50 to be paid with initial enrolment
(This consists of music bag, display book with important information and homework exercise book)

Terms of Enrolment - Please note:

Enrolment continues for the remainder of the year in which your child enrolls.

Fees will remain the same for the whole school year.

(see Terms of Enrolment sheet for complete details)

Fee Payment - indicate preference:

Option One:

I would like to pay the full year's fees in 10 equal automatic payments 20th Feb – 20th Nov

Option Two:

would like to pay four equal payments per year at the beginning of each school term on receipt of invoice.

I agree to the attached terms of enrolment for _____ (name of student)

_____ (state relationship to child) Dated: ___ / ___ / ___

I am happy for my child's unnamed photo being used in advertising/on the Soundworks website should this be required _____ (signature of parent/guardian) Dated ___ / ___ / ___

Email the completed form along with signed Terms of Enrolment to:

liz@soundworksmusic.co.nz

or post to: Soundworks in Schools
7 Turitea Road,
R.D.4
Palmerston North.

"...enriching lives through music"



Terms of Enrolment - Please retain for your reference

ENROLMENT CONTINUES FOR THE REMAINDER OF THE YEAR IN WHICH YOUR CHILD ENROLS

This commitment will ensure that lessons and timetables are kept stable and consistent for all children and their teachers, but most importantly, will allow your child to have enough time to develop their playing skills to a rewarding level and to participate in our concerts. NB: students in shared lessons may be re-arranged into different groupings at the discretion of their teacher as the year progresses so that the classes continue to work well, thus improving the children's learning outcomes. Your teacher will inform you of any such changes if this happens. Fees will remain the same for the whole school year.

Fee Payment

Option One: Pay the full year's fees in 10 equal automatic payments 20th Feb – 20th Nov

Option Two: Pay four equal payments per year at the beginning of each school term on receipt of invoice.

- Preferred method of payment is by internet banking.
- Cheques must be posted to the Director, **not** given to the school office or to the music teacher.
- Cash payments must be deposited directly into the Soundworks' Kiwibank account by the client.
- All invoices will be emailed except where the client has no internet connection.

Bank A/C : Soundworks in Schools - Kiwibank 389008 0069425 00

Cancellation of lessons

PLEASE READ CAREFULLY:

- If the school cancels (eg teacher-only day) – a refund will be credited to the final payment of the year
- If the teacher cancels (eg sickness) – a refund will be credited to the final payment of the year
- If the child is absent (eg sickness, class trip, family holidays, forgets) – **no refund**
- If the child is absent because of bereavement, serious long-term illness or other extenuating circumstances – a refund will definitely be considered
- If your child's lesson falls on a Public Holiday, this will be credited.
- The teacher will make every effort to get the child to the lesson in the case where the child forgets.

NB: Your child's time-slot has been booked, the teacher is there to teach them and must be paid for their time and petrol. Be aware that their willingness to come to the school to teach during school-time is saving you time and petrol after school each week.

- **If it is possible to arrange a catch up lesson for any cancelled lessons this will be done rather than refunding.**
- **Also note that a relief teacher may be arranged to take the lesson where the usual teacher is unable to take the regular lesson.**
- **Credits will be calculated at the rate of \$17.50 (Group of 2), \$23.50 (20-min Individual) or \$25.00 (30-min Overlapping) per lesson and deducted from your final payment of the year.**

Start-up Pack

This will be given to the student at their first lesson and consists of:

- **Soundworks music bag.** Please make sure your child keeps their display book, homework exercise book and other things they need (eg music book, drum sticks, guitar pick, etc) in their bag, and that they bring their bag with their instrument on lesson day.
- **Soundworks display book** - this contains important information for you to read including information about your child's teacher and their contact details, and it will be used for music photocopies provided by the teacher, notices about concerts, reports etc as the year progresses. Please check this folder week by week.
- **Homework exercise book.** In this the teacher will write your child's weekly focus. Please talk about this with your child and hear them play the relevant material during the week.

Contact with your child's teacher

Teacher, parent and student working together is a most powerful combination – please get involved!!

Any queries about your child's progress should be directed to the teacher whose contact details are in your child's display book in their Start-up Pack. Any absences or other information the teacher needs to know should be communicated directly to the teacher. The teacher will have all your child's contact details and will contact you if they feel there's a need to discuss something with you.

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