



Please return to PO Box 437 FIVE DOCK NSW 2046 or email to mail@myguitarschool.com.au

# 2012 ENROLMENT FORM

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Students Mobile: \_\_\_\_\_

Students Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Students 2012 School Year : \_\_\_\_\_

If under 18:	Parents Names:	_____
	Parents Mobiles:	_____
	Parents Email:	_____

Location of Lessons (circle appropriate):

Five Dock Studios

Eastwood Studios

Preferred contact method (circle appropriate):

Email

Home Phone

Mobile

Do you wish to receive invoices via email? (circle appropriate):

Yes

No

Do you wish to receive newsletters via email? (circle appropriate):

Yes

No

How did you hear about My Guitar School \_\_\_\_\_

Does the student have any allergies or medical conditions we should be aware of? \_\_\_\_\_

## PLEASE TURN OVER

## TERMS & CONDITIONS OF BUSINESS

In enrolling for tuition with My Guitar School, parents, guardians and students agree to abide by the following terms and conditions.

1. Tuition is given by the term to coincide with the NSW school term, unless otherwise specified in an individual invoice.
2. Invoices are posted or emailed to parents/students at the beginning of the term. Tuition fees for the whole term are **charged in advance** of each term, and are payable by the due date specified in each invoice. **Failure to pay an invoice by the due date will result in a late fee of \$35 being charged unless a prior arrangement has been organised.**
3. Any students with overdue invoices in excess of two weeks will be removed from lessons until the full amount owing has been paid.
4. **All invoices which remain overdue one month after the due date stated on the original invoice will automatically be referred to a debt collection agency who will then take action to recoup all monies owed.**
5. **Payment is accepted by credit card, cash, cheque, money order or electronic banking only.** A receipt will be issued for payment of tuition fees. In the event of a cheque being dishonoured, the parent/student will be responsible for meeting any bank charges incurred.
6. Only one credit per term (applied to the next terms invoice) will be given to students when a minimum of 24 hours notice of absence is received (except under exceptional circumstances as determined by My Guitar School). **Lessons will not be made up.** Absences due to school commitments will be credited on the next invoice. If lessons are cancelled due to the illness of a teacher they will be credited on the next invoice. Regular attendance at lessons is necessary for a student's overall progress. Frequent absences from lessons will impede progress and may result in a student's lesson time being forfeited.
7. A deferment of three months is allowed if a student unexpectedly injures themselves etc. Students who wish to defer will receive a notice of when the deferment starts and finishes. **Under no circumstances will lessons be refunded.**
8. **A minimum of two weeks notice in writing is required in advance of a student's discontinuance of lessons.** Unless there are exceptional circumstances (as determined by My Guitar School) **no refund will be given.**
9. In the event of an increase in tuition fees, or any change to the Terms and Conditions of Business, a minimum of ten week's notice will be given to all parents/students.
10. Parents will be kept informed of their children's progress via half yearly written reports. Parents are most welcome to call at anytime to ask of their child's progress.
11. It is the mission of My Guitar School to provide guitar tuition of the highest quality. It is also our goal to adhere to the highest professional standard in the running of the school and in our dealings with both parents and students. Your agreeing to abide by the aforementioned terms and conditions will enhance the professional image of the school and ensure a mutually beneficial association.

Please note – this form must be signed by a parent, guardian or student over the age of 18 years.

By signing this form I acknowledge that I have read and agree to the terms of business as set out above:

Name:

Signature:

Date: