

ENROLLMENT FORM

Accademic Year: (eg. 2017/2018)

Title:

Name:

Surname:

Occupation:

Address:

City:

County:

Country:

Post Code:

Date of Birth: (dd/mm/yyyy)

Gender: male/female

Tel Day:

Tel Eve:

Mobile:

Guardian Full Name: (if under 18)

Guardian Tel:

Emergency Contact: (recommended)

Emergency Tel:

E-Mail Address:

PRIVATE (ONE TO ONE) AND GROUP LESSONS

Instrument | Subject 1:

30"

45"

60"

Instrument | Subject 2:

30"

45"

60"

Instrument | Subject 3:

30"

45"

60"

Length of Enrollment.
All enrollments are for the academic year.

Previous musical experience. - Note: Please enter N/A If not applicable.

Important. If you intend to print this form, please constrain your text to max 9 rows
There's no limit if you intend to save and e-mail it.

DAY TIME PREFERENCE (MARK 1,2 OR 3 IN ORDER OF PREFERENCE)

STARTING
10:00 - 12:00
12:00 - 14:00
14:00 - 16:00
16:00 - 18:00
18:00 - 20:00
20:00 - 21:00

MON	TUE	WED	THU	FRI	SAT
				N/A	N/A
				N/A	N/A

ALL ENROLLMENTS

Courses / Classes / Ensembles

Preferred Day

Preferred Time

Previous musical experience. - Note: Please enter N/A If not applicable.

Important. If you intend to print this form, please constrain your text to max 9 rows

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ALL ENROLLMENTS

I apply for a place in Kingston Academy of Music for myself or for the student named above. I understand the tuition fees due and accept the Terms & Regulations of the academy (as described on the notes at the end of this form).

Signature

Date (dd / mm / yyy)

You may either fill, save and e-mail or print, complete and post / fax this enrollment form to:

KINGSTON ACADEMY OF MUSIC

21 Castle Street - Dalkey - Co Dublin - Ireland

Fax: +353 (0)1 202 3764

E-Mail: info@kingstonacademyofmusic.com

FOR OFFICE USE ONLY

Date Received

Starting date (s) of lessons

Tuition Fee(s)

Teacher(s)

Day(s)/ Time (s) of lessons

Discount: Other family member (s)

Group lesson: Other group members

Regulations:

1. Enrolment

a) Enrolment for private or group lessons, courses, workshops or ensembles requires a completed enrolment form and full payment of tuition fees for the first term. To secure your place we ask for a deposit of 100 Euro. This deposit may be redeemed towards the second term fees of the same academic year. Deposits are NOT refundable.

b) Acceptance of enrolment is for the two full terms with payment due no later than one week prior to commencement of each term

c) Only complete enrolment forms accompanied by full payment will be accepted and processed

d) Scheduling of private lessons will depend on available time slots with the most suitable teacher(s)

e) Places in group courses are available on a first-come, first-served basis, based on date of enrolment. Verbal notice from students or parents cannot be accepted for re-enrolment

2. Discounts

a) A 5% discount (which cannot be compounded) is for 30-minute private lessons only and apply to over-60s discounts also apply to Lunchtime Lessons (30-minute private lessons taken between 10am and 2pm, Monday – Friday)

b) For additional lessons taken by a single student or lessons taken by other students from the same family, discounts do not apply to group lessons or courses

c) A 5% discount is available to persons who pay the full academic fees a year in advance, i.e. two terms (which cannot be compounded)

3. Withdrawal

a) Verbal notice from students or parents cannot be accepted

b) Notice of withdrawal from private lessons and requests for refunds must be made in writing, addressed to the Academy Administration Office

4. Refunds are made as follows:

a) Withdrawal postmarked at least one week before the first scheduled lesson: full refund less €25

b) Withdrawal postmarked at least two days before the second lesson: student charged for lesson(s) taken, plus one additional lesson

c) No refund will be made after the second lesson

d) Discounts for a second private lesson or for additional family members (see above) will be adjusted if a student withdraws

e) No refunds will be made for courses or group lessons

5. Cancellation

a) The Kingston Academy reserves the right to cancel any group course because of insufficient enrolment. In such a case, all tuition fees will be refunded

6. Attendance Policy

- a) Payment must be made for all lessons/classes, whether taken or missed
- b) Make-up lessons/classes will not be given in the case of student absence
- c) As a courtesy to the teacher, we ask that the school office be notified if a student is to be absent
- d) If the teacher is unable to give lesson/class, the student may be given the option of taking a make-up lesson with the student's own teacher or taking the lesson with a substitute teacher
- e) Lesson falling on bank holidays will be rescheduled to another day

7. Discontinuance

- a) The Kingston Academy of Music reserves the right to dismiss any student for frequent absences, disciplinary reasons, overdue tuition payments and/or non-compliance with Kingston Academy regulations
- b) Students dismissed are not entitled to any refund of tuition fees

8. Photo & Film Release Policy

- a) We may take photographs of students in lessons, courses or concerts for possible use on our website or publications. We are also in negotiations with a film company for the production of a series on the story of the Kingston Academy of Music
- b) No compensation is provided to individuals who appear in the photographs or in the film
- c) Please let us know if you do not wish you or your child to appear on the proposed television program or in photographs on our website or publications

9. Child Safety

- a) To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class time. Children are under supervision during their instruction time only

10. Kingston Academy of Music Feedback

- a) We welcome feedback on our facilities, teaching and quality of work

11. Miscellaneous

- a) Please contact the administration office with your questions or comments directly on +353 (0)1 202 or e-mail Audrey McKenna at info@kingstonacademyofmusic.com
- b) Unscheduled meetings with teachers are not facilitated
- c) Suitable dates & times for such meetings must be scheduled through the administration office