

RE-ENROLLMENT FORM - ONE PER STUDENT
School Year 2011/12



STOP! PLEASE READ PAGE 2

SECTION 1 - STUDENT DETAILS

STUDENT NAME _____
PARENT'S NAME _____
ADDRESS _____

PHONE Home _____ Mobile _____
Email _____ D.O.B. _____

SECTION 2 - LESSON DETAILS / PREFERENCES

INSTRUMENT _____ GRADE * _____
TEACHER _____ DAY _____
TIME _____ DURATION (30/45/60 MINS) _____
NOTES / SPECIAL REQUESTS _____

* Please note: Grade 6 or higher must book a minimum of 45 minutes per lesson

THE NEW TERM STARTS THE WEEK BEGINNING TUES SEP 6 2011

SECTION 3 - ACCEPTANCE OF SCHOOL POLICIES & PROTOCOL

Please ensure that you have read & you understand the school Policy Statement and Terms of Service that accompanies this form before agreeing to purchase tuition and signing this application form. If you have any queries please contact us

I enclose a non-refundable deposit of €50 which will be deducted from the fees due.

SIGNATURE
(Parent or Guardian) _____

SECTION 4 - OFFICE USE ONLY

DATE RECEIVED _____	TEACHER _____	THEORY Day/Time _____
TERM/YEAR _____	DAY _____	THEORY TEACHER _____
TOTAL FEE DUE€ _____	TIME _____	THEORY BOOK _____
DEPOSIT PAID € _____	DURATION _____	THEORY BK PAID € _____
BALANCE PAID € _____		
NOTES _____		

Please note that this is an application only
It does not guarantee a place with your preferred teacher / day / time

*** IMPORTANT ***

PLEASE READ THE FOLLOWING SCHOOL POLICY STATEMENT & TERMS OF SERVICE BEFORE AGREEING TO PURCHASE TUITION AND SIGNING THIS APPLICATION FORM

Policy Statement

1. PAYMENT: - Tuition is sold on a per term basis to secure wages for contract staff. No places will be offered until a payment schedule is in place and a deposit paid (non-refundable) to the office. The school will NOT accept payment by any other method than cheque, postal order or bank draft, however Standing Order is now available with a one month deposit payable in advance. Withdrawals are only reimbursed with a doctor's note; otherwise credits are issued on a case by case assessment.
2. ABSENCE: - The school is under no obligation to make up or reimburse lessons missed by the student. Lessons missed by a teacher will be either made up by the teacher in the event of a scheduled absence by prior arrangement, or a substitute **will be provided without notice**, in the event that teacher is taken ill or unexpectedly called away. If in the event a lesson is not made up before end of term it will be credited toward the following term. Lessons that fall on a bank holiday will be made up on another day.
As with recent winter weather conditions, the school will endeavour, if possible, to reschedule 50 per cent of missed classes due to closed or unsafe road conditions, on the basis that neither we nor you, have control over these conditions.

We are not able to accept a half-term subscription as this represents a significant financial loss to the teacher, so we ask that you give adequate notice if you are withdrawing from Term 2/3 lessons in order to accommodate our waiting lists.

3. CHILD SAFETY: The Wicklow School of Music & Drama will not take any responsibility for pupils until they have been handed over to the teacher *in person* at the commencement of each lesson (inside the school building). The children must be collected at the end of each lesson from the designated waiting area. **Parents are asked to be punctual as this area is unsupervised, and teachers ARE NOT responsible for supervising children outside of teaching time.**

Terms of Service – Protocol and Procedures

ENROLMENT:

Firstly, your **enrolment** is for the **full** academic year, payable in advance by term or nine instalments (standing order only – see above). We only accept cash on pre-arranged enrolment days, otherwise cheque, bank draft or postal order are all acceptable forms of payment.

Understandably some students must withdraw but fees paid are not refundable unless a teacher has failed to provide the lessons or a doctor's note is provided. In these cases we either credit the account or issue a refund if a student is NOT returning. This does not affect your statutory rights.

We advise parents to give careful consideration to withdrawal after one term as it can represent a waste of time, energy and money for that period of time. The study of music is challenging and does not happen overnight (see COMMITMENT). Please note that if your child is considering withdrawing from his/her lessons, notice must be given in writing to the school administrator.

Thank you for your support! WSMD

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS



***** IMPORTANT *****

PLEASE READ THE FOLLOWING SCHOOL POLICY STATEMENT & TERMS OF SERVICE BEFORE AGREEING TO PURCHASE TUITION AND SIGNING THIS APPLICATION FORM

Regrettably the school cannot guarantee the same teacher and lesson time for your study every September. This is because many teachers experience a change in their teaching or professional contracts making it difficult to keep everything static. Parents and students often require adjustments too.

Enrolment takes place the third/fourth Saturday of every August. The school cannot guarantee you a place with the same teacher at the same time as the previous term.

The school will send notice of enrolment via SMS and/or email so please make sure we have this information on your application form. The date for pre-enrolment is announced approximately mid-August. PLEASE CHECK THE WEBSITE AFTER PRE-ENROLMENT DATES ARE GIVEN. IT CONTAINS ALL THE DETAILS ABOUT CHANGES TO STAFF, COURSES AND FEES. www.wicklowmusicdrama.com

Currently enrolled clients are given priority but even so it is pre-enrolment or turning up early that will secure your place, PROVIDED YOUR PREVIOUS TEACHER AND LESSON TIME ARE AVAILABLE!

PROTOCOL:

The school's administrator works in the office from 9:30 - 1:30 each Tuesday, Wednesday and Thursday. If you cannot attend a class, please call or email your teacher first and then the office. Teachers mark attendance and if a child is absent without explanation for 2 consecutive weeks, the office will contact you to investigate. The school database has records of all owed classes and you will receive a statement from the school in early June if you are owed classes. Please bring this to the school's enrolment day to receive credits.

COMMITMENT:

The school takes your decision to enrol your child for music education classes very seriously. With that decision we understand that you the parent/student undertake to work hard between lessons, to avail of theory classes and to prepare for the workshops and performances scheduled by the school for the benefit of its students.

Parents of young children (7 years and up) are expected to commit their time to oversee practise, to take part in some or all lessons, and to liaise often with the teacher about progress issues.

By signing the application form you agree to abide by the terms set out on this page.

Thank you for your support! WSMD

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS