

**APPLICATION FORM
(ONE PER STUDENT)**

**!!!! IMPORTANT !!!!
PLEASE READ THE FOLLOWING SCHOOL POLICY SECTION
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 full payment is made to the office. The school will NOT accept payment by any other method than cheque or postal order EXCEPT on enrolment days when cash will be accepted.

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.

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 will be collected at the end of each lesson from the designated waiting area. Parents are asked to be punctual as this area is unsupervised.



**Performing Arts Education
in County Wicklow
Tel. 0404 42244
Email: info@wicklowmusicdrama.com**

PLEASE PRINT USING BLOCK LETTERS

STUDENT NAME _____

(Parent's FULL name) _____

ADDRESS: _____

Email: _____

PHONE (HOME) _____ **Work/Mobile** _____

DATE OF BIRTH (if under 18) _____

Do you wish to be entered into the database for mailings? Y/N

WHICH COURSE ARE YOU APPLYING FOR?

INDIVIDUAL: _____ **30/45/(circle one)**

Do you wish to sit examinations? Y/N

GROUP: _____

OFFICE USE ONLY

DATE RECEIVED _____
TIME _____

TEACHER _____

FEE DUE _____

FEE PAID _____

DISCOUNT _____

TERM _____ **YEAR** _____

PRE-ENROLLED _____ **FEE:** _____

COMMENTS/SPECIAL REQUESTS: _____

SIGNATURE

(Parent or Guardian) _____ **DATE:** _____

Please note that this is an application only, it does not guarantee a place.

ALL PAYMENTS MADE TO:

The Wicklow School of Music & Drama

c/o East Glendalough School, Station Road, Wicklow Town, Co. Wicklow

DO NOT SEND CASH (Cheque or Postal Order Only)

Terms of Service – Protocol and Procedures

There are some points about the school's operation all parents/students should be aware of when agreeing to study with us.

ENROLMENT:

Firstly, your **enrolment** is for 31 weeks, payable in either two (per term) or nine instalments (standing order only). 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. In this case we either credit the account or issue a refund if a student is NOT returning. Please read the top section of your application form before signing it.

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)

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.

Re-enrolling each August does not guarantee you a place with the same teacher at the same time.

The school will send notice of enrolment via SMS and email so please make sure we have this information on your application form. A date for re-enrolment is issued early. The date from which pre-enrolling is 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.

Please be sure to read the top portion of your application form which must be re-submitted each August. Note child safety.

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 and the application form.

Thank you for your support! WSMD

