

APPLICATION FORM – Academic Year 2016/17

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 a €100 NON-REFUNDABLE deposit is made. The school will NOT accept payment by any other method than Bank Transfer/Standing Order, CASH IS NOT ACCEPTED. Students who withdraw are only re-imbursed 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 academic year, it will be credited toward the following term or reimbursed. Term 2 payments must not exclude lessons owed as this affects the teacher's wage. In the event lessons are cancelled due to adverse weather conditions, the tutors will make every effort to make up classes. However, the student must accept a 50 per cent loss to be shared equally between the school and parents/student should such weather conditions prevent more than a reasonable number of lessons to take place.

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.

PLEASE LODGE A €100 DEPOSIT TO OUR BANK ACCOUNT (details below).

Deposits are non-refundable but will be taken off Term 1 fees.

Term 1 starts the week beginning 29th August, 2016

STUDENT NAME: _____ Male/Female _____

PARENT'S (FULL) NAME _____

ADDRESS: _____

EMAIL: _____

PHONE (home) _____ Work/
mob. _____

DATE OF BIRTH (If under 18) _____

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

WHICH COURSE ARE YOU APPLYING FOR? _____

INDIVIDUAL: _____ 30 / 45 / 60 (circle one)

DO YOU WISH TO SIT EXAMINATIONS? Y / N

NOTES : _____

COMMENTS/SPECIAL REQUESTS: _____

<u>OFFICE USE ONLY</u>	
DATE RECEIVED _____	
TEACHER _____	
DAY _____	
TIME _____	MINS _____
FEE DUE € _____	S/O _____
FEE PAID € _____	
DISCOUNT € _____	
TERM _____	YEAR _____
THEORY Y / N	€ _____
PRE-ENROLLED _____	FEE: _____

Facebook and Web page- do you consent to posts displaying your child? YES / NO (please circle one)

SIGNATURE - **I have read and agreed to the School's Terms of Service**

YES (please circle)

(Parent or Guardian) _____

DATE: _____

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

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS



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 32 weeks, payable in either two (one per term) or nine instalments (Standing Order only). Payments must be made by Bank Transfers/Standing Order or direct lodgement by the client to our bank account.

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, although we do our best to maintain continuity. 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.

Group Music Theory is available at **an additional charge**. Music theory classes will speed the rate of progress and represent excellent value for money. Please be sure to make use of these classes especially if you or your child is sitting exams or Junior or Leaving Cert Music.

Enrolment – Special offer

If you pay for the full year the Annual Registration fee €35 will be **waived!** The present offer of €5 reduced registration fee for all other family members remains in place also. Pre-enrolment allows us all to plan in advance for the new school year. The earlier the school knows the numbers re-enrolling the earlier we can secure the services of our teachers and ensure continuity for the students.

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

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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.

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

COMMITMENT & TUITION:

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 practice, to take part in some or all lessons, and to liaise often with the teacher about progress issues. They must commit to signing off on practice sheets within the School Journal.

As preparation for these concerts Informal concert workshops may replace the last lessons before Christmas and Summer breaks. Student awards are given out to a set of criteria which includes attendance, examinations, good practice & extra-curricular performance.

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

Updated May 2016

Bank details

Direct lodgements can be made to:

Bank: **BOI** Sort Code: **90 67 34** A/C number: **81057622**

A/c name: **Wicklow School of Music & Drama**

IBAN: **IE56 BOFI 9067 3481 0576 22** BIC: **BOFIE2D**

Please add your **SURNAME** as a reference

When lodging Cheques/Drafts/Postal Orders/Cash please email us with your lodgement reference number so we can match your payment