

**Wicklow School of Music & Drama**  
 c/o East Glendalough School, Station Road, Wicklow, Co Wicklow  
**ENROLMENT FORM - ONE PER STUDENT**  
 School Year 2017/18



SECTION 1 - STUDENT DETAILS

STUDENT NAME \_\_\_\_\_ Male/Female -----  
 PARENT'S NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

PHONE Home \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_ D.O.B.(under 18) \_\_\_\_\_

SECTION 2 - LESSON DETAILS / PREFERENCES

INSTRUMENT \_\_\_\_\_ GRADE \* \_\_\_\_\_  
 TEACHER \_\_\_\_\_ DAY \_\_\_\_\_  
 TIME \_\_\_\_\_ DURATION (30/40/45/60 MINS) \_\_\_\_\_  
 NOTES / SPECIAL REQUESTS \_\_\_\_\_

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

SECTION 3 - ACCEPTANCE OF SCHOOL POLICIES & PROTOCOL

Please ensure that you have read & understand the Terms of Service and school Policy Statement as set out below & on the web page ([www.wicklowmusicdrama.ie](http://www.wicklowmusicdrama.ie)) before agreeing to purchase tuition and signing this application form. If you have any queries or cannot access this information, please contact us.

**PLEASE LODGE €100 DEPOSIT TO OUR BANK ACCOUNT (bank details below).**  
 The deposit is non-refundable but will be taken off Term fees.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
 (Parent or Guardian)

How did you hear about the school? Please circle one: Web / word of mouth / Leaflet / Poster / Radio / Other \_\_\_\_\_

Do you consent to images of yourself/your child being displayed on our Facebook and Web pages? YES/NO (circle one)

SECTION 4 - OFFICE USE ONLY

YEAR	_____	TERM	_____	DEPOSIT PAID	€ _____
TEACHER	_____	DAY	_____	TIME	_____
DURATION	_____	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 TERMS OF SERVICE & SCHOOL POLICY STATEMENT BEFORE  
AGREEING TO PURCHASE TUITION AND SIGNING THIS APPLICATION FORM**

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***Terms of Service – Protocol and Procedures***

**ENROLMENT:**

Firstly, your **enrolment** is for the **full** academic year, payable in advance by term. Payment to WICKLOW-GREYSTONES MUSIC & DRAMA SCHOOL **MUST** be made by Bank Transfer or by monthly Standing Order. Bank details are as follows:

<b>Bank: BOI</b>	<b>Sort Code: 90 67 34</b>	<b>Account No.: 81057622</b>	<b>BIC: BOFIE2D</b>
<b>Account Name: Wicklow School of Music &amp; Drama</b>		<b>IBAN: IE56 BOFI 9067 3481 0576 22</b>	

***Please ensure the student name is used as a bank deposit reference***

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, the school will either credit the account or issue a refund if a student is NOT returning. This does not affect your statutory rights. Please note that specific terms and conditions apply to promotional offers – see website.

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 withdrawing from his/her lessons, a month's notice must be given in writing to the school administrator. The school reserves the right to charge your account if insufficient notice is given.

**The school cannot guarantee a place with the same teacher at the same time as the previous term.**

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.

The school will send notice of enrolment **via email and/or SMS** so please make sure we have this information on your application form. The date for pre-enrolment is announced approximately end of May. **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](http://www.wicklowmusicdrama.com)

**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!**

**PROTOCOL:**

The school's administrator works from 9:30 – 12:30 each Monday to 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 the new term showing credits.

*Please be aware that the School reserves the right to dismiss any student due to frequent absence, disciplinary issues, overdue payments or non-compliance with any of our policies.*

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**WICKLOW MUSIC & DRAMA SCHOOL COMMITMENT TO LEARNING:**

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.

The school concerts are now monthly, and email notification will be sent approximately 10 days in advance. These must be reserved as there are limited places. These concerts are charged at €10 per term, unless waived by the office as part of an annual tuition plan.

Student awards are given out to a set of criteria which includes attendance, examinations, good practice & extra-curricular performance.

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.

**All contractors at the school are required to use student journals for better communication with parents.**

**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). The school will NOT accept payment by any other method than Bank Transfer/Standing Order **with statement reference of student name** or direct lodgement by the client to our bank account – **please email your lodgement reference number to us.** 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 the end of term two, it will be credited toward the following academic year or reimbursed. If the student refuses two attempts to make up a lesson they will forfeit their entitlement to that lesson and no credit will be given. Cancellation with less than 24 hours' notice will also result in the loss of the class credit.

In the event of severe weather conditions, the school will endeavour, if possible, to make up 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. **The School will not be liable for any other failures or delays in the provision of its services due to circumstances outside of our control;** however, we will make all reasonable efforts to remedy the situation as soon as possible.

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 lessons in order to accommodate our waiting lists\*. The School is **closed on most Bank Holidays** so most Students scheduled for lessons on Mondays will not be charged for Bank Holidays.\*\* St. Patrick's Day is scheduled but tutors and students have the option to re-schedule the day.

**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 premises). 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. All Contracted Tutors have an open door policy entitling parents to sit in on lessons.**

**By signing the application form you agree to abide by the terms set out in this document.**

\* Promotional offers have separate terms and conditions

\*\* This only effects the following tutor schedules: Rachel

Factor, Wendy Stephens, Tomas O'Durcain, Alan Smale and Keith Pogue

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Updated May 2017

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