



## APPLICATION FORM FOR MUSIC LESSONS

(Academic Year 2019-2020)

**Pupil details**

Name..... Date of Birth ..... Male / Female (please circle)

Address .....

Post Code..... Contact Number(s).....

Email..... **(FOR INVOICING AND COMMUNICATION)**

School ..... School Year Group (e.g. Year 9) from September 2019 .....

Does the pupil have any special needs or medical requirements? .....

Does the pupil have any musical experience? Details .....

Do you wish to apply for financial assistance? ( School funded)  YES  NO

Do you require information about instrument hire?  YES  NO

**We offer a range of payment plans to suit your budget ( subject to meeting certain financial criteria) should you wish to discuss payment options, please tick box.**

**Lesson requirements – please note that not all instruments are available in all schools. Please check with our office for full details.**

Instrument or voice (for guitar, please specify style of teaching required e.g. classical / contemporary / acoustic / electric / bass) .....

Instrumental/Vocal teacher name (if known) .....

<b>What length of lesson would you like? (NB The final decision lies with the teacher) Group A and Group B lessons are not available in Secondary schools and are not suitable for all instruments</b>	<b>Cost per lesson</b>	<b>Choice (indicate 1<sup>st</sup>, 2<sup>nd</sup> etc.)</b>
➤ Group B Lesson* (3 pupils in 30 minutes or 2 pupils in 20 minutes) ➤ <b>Shared NOT available Piano &amp; Drums</b>	£5.50	
➤ 15 minute individual lesson (or 30 minute paired)	£8.25	
➤ 20 minute individual lesson	£11.00	
➤ 30 minute individual lesson ➤	£16.50	
FOR SALE: Swindon Music Co-operative music bag (collection only)	£6.50	Tick if required

# APPLICATION FORM FOR MUSIC LESSONS (continued):

## DATA PROTECTION

We are committed to the principles of data protection and information management. All personal information held on computer and manual files will remain confidential to the Swindon Music Co-operative and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child's school. If financial assistance is required, information will be shared with the relevant agencies or organisations. Under the Data Protection Act, you have the right to receive a copy of the personal data we have about you. To receive a copy, please contact the Office Manager. Please tick the box to acknowledge you understand how we use your data and that you consent for us to use it as advised.

## WHERE DID YOU HEAR ABOUT THE CO-OPERATIVE?

From a friend  a teacher at school  a concert  other ..... (please specify)

## Equal Opportunities Survey – Cultural Background

Please tick ONE of the following boxes that indicates your cultural background:

<i>Main group</i>	<i>Please tick appropriate box</i>					
<b>A - White</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>
<b>B – Mixed Race</b>	White and black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
<b>C – Asian or Asian British</b>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
<b>D – Black or Black British</b>	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>		<input type="checkbox"/>
<b>E – Chinese</b>	Chinese	<input type="checkbox"/>				<input type="checkbox"/>
<b>F – Other ethnic group</b>	Please specify					

## DECLARATION

On behalf of the pupil named overleaf, I apply for instrumental/vocal tuition with the Swindon Music Co-operative Ltd. I have read the terms and conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must give 4 weeks' notice to the Swindon Music Co-operative office.

Signed (parent/carer) ..... Date.....

Please print name of parent/carer .....

**Please note that these terms and conditions are legally binding.**

**Your signature confirms that you have read and understood them and that you agree to abide by them**

Swindon Music Co-operative uses photographs/recordings of our pupils for promotional purposes. Please tick this box if you **do not** wish your child to be included.

We may, from time to time, use your e-mail address to send out marketing information from the Swindon Music Co-operative. We will not share your details with any other organisation. If you **do not** wish to receive any information from us, please tick this box.

### Please return this form to:

Swindon Music Co-operative Ltd, Suite 16, Shaftesbury Centre, Percy Street, Swindon SN2 2AZ

Or by e-mail to: [sharon@swindonmusiccoop.co.uk](mailto:sharon@swindonmusiccoop.co.uk)

# **Terms and Conditions (April 2018)**

**Before completing the application form, please read the following terms and conditions and retain for reference.**

## **1. Lessons**

- 1.1 All applications for tuition must be completed and signed by the pupil's parent/carer and returned to the office. If tuition cannot be arranged, pupil details will be retained on a waiting list for 6 months.
- 1.2 The Co-operative aims to provide 34 lessons per academic year. The number of lessons per term may vary according to the number of teaching sessions available.
- 1.3 The Co-operative reserves the right to change a pupil's grouping without prior notice, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the Co-operative will contact the parent/carer as soon as possible to seek agreement.
- 1.4 Any changes to individual lessons will only be made with the agreement of the parent/carer.

## **2. Payment**

- 2.1 Invoices are issued three times a year in advance of the start of term as follows: August for terms 1 and 2 (Autumn), December for terms 3 and 4 (Spring) and March for terms 5 and 6 (Summer). Payment is required in advance of the term starting.
- 2.2 Payment options include:  
**Full payment within 14 days of invoice date** by cheque, electronic bank transfer, or cash paid into the Co-operative office.  
**Two equal instalments** – first cheque dated 14 days from the invoice date; second cheque dated one month after the first instalment date. Please note that the parent/carer is liable for any costs incurred should a cheque be returned unpaid from the bank.  
**Standing order** - please contact the office for a Standing Order mandate and further details.
- 2.3 Payment must be made within 14 days of the invoice date to ensure continuity of tuition. Failure to pay will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative. Lessons missed due to suspension will be forfeited.
- 2.4 Music books, accessories, instrumental hire, courses, workshops, examination and accompanist fees are not provided by the Co-operative.

## **3. Financial Assistance**

- 3.1 Where financial assistance is provided by a third-party organisation, this will be reviewed on a termly basis. Information will be shared with the relevant agency to facilitate funding. Liability for payment of lessons remains the responsibility of parent/carer if funding is not received. It is the responsibility of the parent/carer to advise the Co-operative of any changes in circumstance which may affect funding.

## **4. Absence**

- 4.1 If a teacher is absent from a lesson they will aim to re-schedule within the term. If this is not possible, a credit will be given at the end of the term.
- 4.2 **If a pupil is absent the following apply:**  
**No notice or less than 7 days' notice – lesson is forfeited and will not be refunded.**  
**7 days' notice to the Co-operative office, not the Teacher or the School. – the teacher will aim to re-schedule within the term.**  
**Please note that where absence from lessons is due to school related events, e.g. teacher-training day, exams, school trips, work experience etc. it is the parent/carer's responsibility to ensure 7 days' notice is given to the Co-operative office, not the Teacher or the School.**
- 4.3 **In the case of group lessons, if a single pupil is absent from a lesson for whatever reason, we regret that no credit can be made. If a whole group is unable to attend a lesson, the Co-operative requires 7 days' notice as detailed above.**
- 4.4 **If a pupil is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss future provision of lessons. Otherwise, any missed lessons will be forfeited.**
- 4.5 **Notice of absence should be sent to the Co-operative office not the individual teacher and not to the school.**

## **5. Cancellations**

- 5.1 **Notice of cancellation should be sent to the Co-operative office and NOT to the school or individual teacher.**
- 5.2 **We require four weeks WRITTEN' notice of cancellation and where four weeks' notice is not given, we will charge a cancellation fee equal to the four weeks.**

## **6. Liability**

- 6.1 The Co-operative does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

## **7. Terms and Conditions**

- 7.1 The Co-operative reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final.

## **8. "Cooling Off Period"**

- 8.1 You have a legal right to cancel this application under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 during the "cooling off period" set out in 8.2 below. This means that during the cooling off period, if the you change your mind or decide for any other reason that you do not want to proceed with the lessons, you can notify the Office of your decision to cancel the application and receive a refund for any lessons paid for but not received prior to that cancellation.
- 8.2 Your cooling off period starts from the date of this application and ends 14 days later. To cancel the application, you should let the Office know that you have decided to cancel.

## **8.3 Data Protection**

By signing this application, you give Swindon Music Co-Operative permission to share this Data with your Child's School, and with the designated Music Teacher, Your information will not be shared with third parties for Phishing, Spam or marketing purposes. You can request details on how your data is processed, stored and shared by contacting our DP Controller via email [sharon@swindonmusiccoop.co.uk](mailto:sharon@swindonmusiccoop.co.uk), or call 01793 554747/.

**Please note that these Terms and Conditions are legally binding. Your signature on the application form confirms that you have read and understood them and that you agree to abide by them.**