

## APPLICATION FORM FOR MUSIC LESSONS (Academic Year 2021-2022)

<b>Pupil details</b>		
Name..... Date of Birth ..... Male / Female (please circle)		
Address .....		
Post Code..... Contact Number(s).....		
Email..... <b>(FOR INVOICING AND COMMUNICATION)</b>		
<b>Are you an adult learner? If so please continue to lesson requirements.</b>		
School ..... School Year Group (e.g. Year 9) from September 2021 .....		
Does the pupil have any special needs or medical requirements? .....		
Do you wish to apply for financial assistance? (School funded) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you require information about instrument hire? <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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. <input type="checkbox"/></b>		
<b>Lesson requirements – please note that not all instruments are available in all schools. Please check with our office for full details.</b>		
Instrument or voice (for guitar, please specify style of teaching required e.g. classical / contemporary / acoustic / electric / bass) .....		
Are you applying for 1-1 (face to face) lessons at school or home? .....		
Are you applying for online/digital lessons at home or school? .....		
<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</b> (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> etc.)
➤ Group B Lesson* (3 pupils in 30 minutes or 2 pupils in 20 minutes) ➤ <b>Shared NOT available Piano &amp; Drums</b>	£5.70	
➤ 15-minute individual lesson (or 30 minutes paired)	£8.50	
➤ 20-minute individual lesson	£11.35	
➤ 30-minute individual lesson	£17.00	
➤ 45-minute individual lesson (not available in all schools)	£25.75	
FOR SALE: Swindon Music Co-operative music bag (collection only)	£6.50	Tick if required

# APPLICATION FORM FOR MUSIC LESSONS (continued):

**GDPR**  
 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"/>		<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 agree to do so at the end of term and at least 7 days prior to the start of the new term. I furthermore agree that I will abide by the companies safeguarding policies for online lessons (if agreed and provided via consent document)**  
 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 would like to use photographs/recordings of our pupils for promotional purposes. Please tick this box if you would like to allow us to include your child for this purpose. You may withdraw this consent at any time.

We may, from time to time, send out marketing information from the Swindon Music Co-operative. This is strictly limited to information regarding services or events concerning Swindon Music Co-operative or its members.

We will not share you details with any other organisation, and you can remove yourself from our marketing list at any time. If you wish to receive this information, please tick this box.

**Please return this form to:**  
 Swindon Music Co-operative Ltd, 7 Plymouth Street, SN1 2LA

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

## Instrumental lessons - Terms and Conditions

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

1. **Instrumental lessons - Terms and Conditions (September 2021)**
2. Before completing the application form, please read the following terms and conditions and retain for reference.
3. **Lessons in School face to face and online (participating schools)** 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. 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.
4. The Co-operative reserves the right to change a pupil's grouping without prior notice, providing the fee charged remains the same. If a grouping change results in a price alteration, the Co-operative will contact the parent/carer as soon as possible to seek agreement. Any changes to individual lessons will only be made with the agreement of the parent/carer.
5. **Payment:** Invoices are issued three times a year in advance of the start of term as follows: August for terms 1 and 2 (Autumn), November for terms 3 and 4 (Spring) and February for terms 5 and 6 (Summer). **Payment for the full term is required in advance of the term starting. Payment options include** Full payment prior to the start of term, electronic bank transfer, or by debit or creditcard on Standing order - please contact the office for a Standing Order mandate and further details. Payment must be prior to the start of term to ensure continuity of tuition, or if joining part way through a term payment is immediate and lessons will not commence until monies are received. **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. Music books, accessories, instrumental hire, courses, workshops, examination and accompanist fees are not provided by the Co-operative.
6. **Financial Assistance:** 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.
7. **Absence:** 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. If a pupil is absent the following apply- You must give 7 days' notice of pre-arranged absences such as holidays, medical appointments, school trips etc . Failure to give the required notice the lesson will be forfeit and non-refundable. If your child is absent due to unavoidable and last-minute illness you should endeavour to notify the office and the teacher as soon as possible, we will endeavour to make this lesson up or credit if applicable. If no notice or less than 7 days' notice given the lesson is forfeited and will not be refunded. It is the parent/carers responsibility to give seven days' notice of pupil absence to the Co-operative office, please do not notify the school. Please note that where absence from lessons is due to school related events, e.g. teacher-training day, exams, school trips, work experience the Co-operative office requires seven days' notice as outlined above.

**Covid Absences: If your child is unable to attend their lesson due to a positive COVID test or is needing to self-isolate, you should advise the office and the Teacher as soon as possible. Missed lessons will be made up during the term where all attempts to give notice have been made. Lessons will be made up either in school or on-line. We reserve the right to make up, credit or refund any lessons where no attempt to contact the teacher or the office has been made.**

8. **Cancellations:** Notice of cancellation should be sent to the Co-operative office and NOT to the school or individual teacher. Cancellation should be received by the office 7 days prior to the start of the new Term. We invoice as follows Summer Term, Autumn Term, Spring Term. **We do NOT accept mid-term cancellations.** Failure to send cancellation as per the terms and conditions will incur a cancellation fee equal to four weeks, failure to pay the fee and we will use a debt collection agency to recover outstanding monies, all additional costs to be borne by the signee of the application form. **Terms and Conditions:** 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.
9. **“Cooling Off Period”** 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 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. 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.
10. **GDPR:** 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 781973
11. **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.**

**For applications submitted via the online form, checking the box confirming that you have read these Terms and Conditions and submitting the form is considered the digital equivalent of your signature on the physical form.**