

# Len Tyler Music School Registration Form

## Academic Year 2019/20

Payment/Deposit recd  
Amount  
Date  
Signed

Please use a separate form for each child

Child's Current Details – please use 'known by' names	
Name (first and last)	D.O.B
Address	
	Post Code
Home Email	Parents Name
Home Phone	Mobile
Current Class	

September '19 Class Applied for (please list all possible choices)	
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
Additional Info/Special Needs	

Payment Details	
I enclose a cheque or cash for	£
I have made a bank transfer payment of/on	£ Date:

**Please sign below or confirm by email that you have read and understand ALL the terms and conditions (see below or over) which are also available from the Office.**

The following conditions items 2, 5 & 10 are particularly highlighted:

**Item 2** - Your child is allocated a reserved place for the entire academic year 2019/20 (up to July 2020). If you no longer require the place you must give four **(4) weeks' notice** in writing by email or letter to the office. If you stop coming at the beginning of the spring or summer term and do not give four (4) weeks' notice you will be required to pay for the first four lessons of that term in lieu of notice.

**Item 5** - The Music School will be using moving and still photography and sound recordings during lessons for teacher training, promotional, and other use including website and social media. By applying for a place you are giving your agreement. (Please let us know, in writing, if this is an issue)

**Item 10** - By applying for a place in the Music School you are giving permission for us collect and store relevant information on your child and contact you by email/phone or any other reasonable means.

**Item 11** – Change in terms regarding held deposits and autumn term fees for classes in the 5 years and upward age groups.

I accept the terms and conditions and apply for a place in the Music School	<i>Signature of parent or carer</i>
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*You are advised to keep a copy of this application form and the terms and conditions.*

Please email this to the Admin Office: [enquiries@lentylermusicsschool.co.uk](mailto:enquiries@lentylermusicsschool.co.uk), pass to your teacher or post to 15 Pine Drive, Hawley, Camberley, Surrey, GU17 9BG

**LEN TYLER MUSIC SCHOOL**  
**TERMS & CONDITIONS as at 9<sup>th</sup> July 2018**

1. We commit to your child from their first lesson with us for as long as they continue to benefit from lessons (at least to upper primary). With this in mind your child's place is confirmed and reserved in the same class for the rest of this academic year. Unless we hear from you to the contrary in advance, we will assume you require the place for the whole academic year. If you need to stop or change class for any reason please let us know in advance giving at least four (4) weeks' notice in writing to the office. *(Please note that it is not enough to just tell the class teacher)*
2. If you do not return after a break (any half term, Easter or Christmas) and do not tell us you will be required to pay for the first four (4) lessons of that set of lessons as your child's place will be reserved for these four weeks.
3. Completed registration form and payment is required before attending the first class for insurance and administrative purposes. Please remember to sign the form as this shows your compliance with our Terms and Conditions. Please, either, send a hard copy of the registration form to our office address (on the form) or return the registration form by email with a covering email. Your email is accepted in lieu of a hard copy signature and shows your compliance with our terms and conditions.
4. Payments are accepted by bank transfer, cheque or cash. We are unable to accept payment by card.
5. The Music School will be using moving and still photography and sound recordings during lessons for teacher training, promotional, and other use including website and social media. By applying for a place you are giving your agreement. **If this matter is an issue for you please contact the office.**
6. Once enrolled into the Music School, fees are payable termly in advance before or at the first class of each term. All fees received by the end of the first week of term can be paid at the discounted rate for prompt payers. Any fees received after this date will be at the higher rate to cover our additional costs. If you have any problems with payment, please speak to the Office. There are inevitably ways in which we can help.
7. We do run a "Try with Confidence" system when you first start which means that if you wish to withdraw after attending three times, we guarantee to refund all your money. This gives you a way to try our classes without being financially trapped and allows your child some time to settle in. If you decide to just attend for one or two classes you will be required to pay for them and the admin charge.
8. We try to avoid making refunds for occasional missed classes as this would increase the cost of classes for everyone. If you know that you are going to miss three or more classes, please speak to us in advance as we may be able to come to some kind of arrangement.
9. We do not normally offer the option to attend a different class if you are unable to make your usual class that week as this can be unsettling for all concerned.
10. GDPR - By applying for a place in the Music School you are giving permission for us collect and store relevant information on your child and to contact you by email/phone or
11. When applying for a place in a class in the 5-6 years and above age group £15 will be added to the fees (if a deposit of £15 has not already been paid). This £15 should be deducted in the following Summer term fees.

**3<sup>rd</sup> June 2019**

**enquiries@lentylermusicschool.co.uk**

**Len Tyler Music School**

**15 Pine Drive**

**Hawley**

**Camberley**

**Surrey GU17 9BG**

**Tel: 01276 504666**

**www.lentylermusicschool.co.uk**

**enquiries@lentylermusicschool.co.uk**