

# Len Tyler Music School Registration Form

## Academic Year 2019/20

Please use a separate form for each child

For Office Use

Payment/Deposit rec'd  
Amount  
Date  
Signed

### Child's Current Details – please use 'known by' names

Name (first and last) type here to end of box.		D.O.B type here to end of box.	
Address type here to end of box.			
		Post Code type here to end of box.	
Home Email type here to end of box.		Parents Name type here to end of box.	
Home Phone type here to end of box.		Mobile type here to end of box.	
Current Class or New Current Class/New select from drop down menu			

### September '19 Class Applied for (please list all possible choices)

1 <sup>st</sup> Choice	1st Choice Class select from drop down menu
2 <sup>nd</sup> Choice	2nd Choice Class select from drop down menu
Additional Info/Special Needs type here to end of box.	

### Payment (if unsure what to pay please contact Admin

I enclose a cheque or cash for £ type here to end of box.
I have made a bank transfer payment of £ type here to end of box. On type here to end of box.
Details for payment by bank transfer: Len Tyler Music School Sort Code: 09-01-27 Account Number: 96706907

**Full Terms and Conditions: See attached or below.**

**– The following items are particularly highlighted:**

Item 2 About our 6 weeks' written notice period and payment in lieu.

Item 5 About our Photo/Video agreement.

Item 9 About our storage of personal information policy.

Item 10 About changes in terms regarding held deposits and autumn term fees for classes in the 5 years and upward age groups.

**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.**

I accept the terms and conditions and apply for a place in the Music School	Please sign here <i>Signature of parent or carer</i>
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You are advised to keep a copy of this Registration 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

<b>New Pupils – How did you find out about us?</b> Facebook <input type="checkbox"/> web search to website <input type="checkbox"/> friend <input type="checkbox"/> passing by <input type="checkbox"/> leaflet <input type="checkbox"/> If your friend recommended you to us please let us know their name here:
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**LEN TYLER MUSIC SCHOOL**  
**TERMS & CONDITIONS as at 02/01/2020**

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 for any reason, please note that we require six weeks' advance notice in term-time in writing. *(Please note that it is not enough to just tell the class teacher verbally, and holiday weeks do not count towards the six weeks' notice)*
2. If you do not return from one term to the next (i.e. after the Christmas or Easter holidays) and do not adhere to the notice period set out in Paragraph 1, you will be required to pay for the first six (6) lessons of that term as your child's place will be reserved for these six weeks.
3. Completed registration form 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 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 in a term, please speak to us in advance as we may be able to come to some kind of arrangement.
8. 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.
9. 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 any other reasonable means.
10. 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.

**02/01/2020**

**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**