

Post, fax or scan/email this form to:

Waltons New School of Music, 69 South Great George's Street, Dublin 2
Tel: (01) 478 1884 Fax: (01) 475 1346 Email: info@newschool.ie

Surname _____ First name _____
Full address _____
Date of birth _____ male / female | Parent or guardian's name _____
Phone (day) _____ evening) _____
Mobile _____ Email _____

For external candidates (students not enrolled in a full-time second-level school):

Have you previously taken the Leaving Cert. Music exam? Yes No. If yes, please specify year. _____
Please list any post-Leaving Cert. courses or programmes you have completed. _____

For students enrolled in full-time second-level education:

Name of school _____
School address _____
Year _____
Does your school offer music as a subject: to Leaving Cert.? Yes No
to Junior Cert.? Yes No

For all students:

In which year do you intend to take the Leaving Cert. Music exam? 2012 2013
How did you hear about the Leaving Cert. Music Programme at Waltons New School of Music? Reputation
 Friend/word-of-mouth Internet Waltons music shop Attended previous lessons/classes at the school
 Other. Please specify: _____

Enrolment:

- Preliminary Course (Sat/Sun, 24 & 25 September 2011 / €140)
- Easter Revision Course (Fri/Sat, 6 & 7 April 2012; fee includes one-day pre-exam workshop on 16 June / €140)
- One-Day Pre-Exam Revision Workshop (Trinity College Dublin, Saturday, 16 June 2012 / €40)

Signed _____ Date _____

(To be signed by parent or guardian for students under 18. Students 18 and over should sign themselves.)

(For those booking by post/fax/email who wish to pay their tuition fee by credit/Laser card.)
I authorise the amount of € _____ to be charged to my credit / Laser card listed below:

Signed _____ Date _____
Card no. _____ Name _____ Expires _____ - _____

Please print, complete, and post, fax or scan/email the enrolment form (retaining this page for your records) to:

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Calendar

The 2011-2012 school year is divided into four terms.

TERMS (PRIVATE & GROUP LESSONS)

First Term (12 weeks): September 19 – December 17

Second Term (12 weeks): January 9 – March 31

Third Term (10 weeks): April 16 – June 23

Summer Term

• Part One (5 weeks): July 2 – August 4

• Part Two (4 weeks): August 7 – September 1

HOLIDAYS

Mid-Term Break (First Term): October 30 – November 6

Christmas Holiday: December 18 – January 8

St. Patrick's Day: Saturday, March 17

Easter Holiday: April 1 – 15

Bank Holiday Mondays: May 7, June 4, August 6

Regulations

ENROLMENT

Enrolment for private or group lessons, courses, workshops or ensembles requires a completed enrolment form and, except for those students using payment plans (see below), full payment of tuition fees. Only complete enrolment forms accompanied by payment can be accepted and processed. **Private Lessons:** Although we schedule new students in order of enrolment and make every effort to suit student preferences, scheduling of private lessons will depend on available time slots with the most suitable teacher(s). Although we encourage early enrolment, scheduling of new Second, Third and Summer Term enrolments takes place no earlier than two weeks before the start of term.

Group Lessons: Students enrolling for group lessons are responsible for forming their own groups. Booking of group lessons cannot be confirmed until enrolment forms and tuition fees are received from all group members. **Group Courses:** Places in group courses are available on a first-come, first-served basis, based on date of enrolment.

PAYMENT PLANS

Students enrolled for lessons and some group courses may have the option of paying an initial deposit and distributing payments over one or more months by means of post-dated cheques or credit/Laser-card payments (in either case, payments are processed on or shortly after the first day of the month). Term payment plans are accepted only if enrolment is for the full term and takes place before the start of term (September 20, January 10 or April 4). Payment plan fees include an additional charge of €8 per extra payment. Those paying by post-dated cheques must provide both deposit and cheques at the time of booking. Those paying by credit/Laser card must provide card details at the time of booking and are responsible for notifying the school should there be any changes to these details over the period of enrolment. An additional administration charge of €25 will be incurred should card details be incorrect, or should there be insufficient funds for the school to process a post-dated cheque or credit/Laser card payment on the first day of the month that payment is due. Cash will not be accepted in lieu of post-dated cheques or credit/Laser-card payments.

DISCOUNTS

10% discounts (which cannot be compounded) are for 30-minute private lessons only and apply to over-65s and third-level students with valid identification; discounts also apply to Lunchtime Lessons (30-minute lessons taken between 10 am and 2 pm, Monday – Friday) and to additional lessons taken by a single student or lessons taken by other students from the same family. Discounts do not apply to group lessons or courses.

RE-ENROLMENT

Students enrolling by term must re-enrol by the end of each term in order to guarantee their place on the school timetable. Places cannot be held without advance notification of re-enrolment, as well as full payment of fees. Verbal notice from students, parents or faculty cannot be accepted.

INSTRUMENTS & PRACTICE

Regular practice is an essential element of music tuition, and all students enrolled for instrumental lessons/courses must have an instrument (or access to one) to practise at home. Instruments can be purchased by currently-enrolled students/parents at Waltons music shops at special discounts (see opposite).

ATTENDANCE POLICY

Payment must be made for all lessons/classes, whether taken or missed. Make-up lessons/classes will not be given in the case of student absence. As a courtesy to the teacher, we ask that the school office be notified if a student is to be absent. If the teacher is unable to give a lesson/class, the student may be given the option of taking a make-up lesson with the student's own teacher or taking the lesson with a substitute teacher. Lessons falling on bank holidays will be rescheduled to another day.

WITHDRAWAL

Notice of withdrawal from private lessons and requests for refunds must be made in writing, addressed to the school office. Verbal notice from students, parents or faculty cannot be accepted. Refunds are made as follows: Withdrawal post-marked at least one week before the first scheduled lesson: full refund less €25. Withdrawal postmarked at least two days before the second or third scheduled lesson: student charged for lesson(s) taken, plus one additional lesson. No refund will be made after the third lesson. Discounts for a second private lesson or for additional family members (see above) will be adjusted if a student withdraws. No refunds will be made for courses or group lessons.

CANCELLATION

The New School reserves the right to cancel any group course because of insufficient enrolment. In such a case, all tuition fees will be refunded.

DISCONTINUANCE

Waltons New School of Music reserves the right to dismiss any student for frequent absences, disciplinary reasons, overdue tuition payments and/or non-compliance with New School regulations. Students thus dismissed are not entitled to any refund of tuition fees.

PHOTO RELEASE POLICY

From time to time we take photographs of students in lessons, courses or concerts for possible use on our website or publications. No compensation is provided to individuals who appear in the photographs. Please let us know if you do not wish you or your child's photograph to appear on our website or publications.

CHILD SAFETY

To ensure your child's safety, please be sure to pick him/her up promptly after lesson/class time. Children are under supervision during their instruction time only. Neither instructors nor administrators are responsible for supervising children outside of teaching time.

WALTONS DISCOUNTS & PAYMENT PLANS

Currently-enrolled students at Waltons New School of Music are entitled to discounts of between 5% and 8% on instruments, sheet music and accessories from Waltons music shops. Because the cost of instruments shouldn't deter students from starting lessons, we have also created payment plans for recommended instruments priced at €150 or more that allow students to purchase beginners' instruments or upgrade their existing instruments without a large financial outlay. Payment plans consist of an initial deposit and six monthly payments made by post-dated cheques or credit/Laser card payments.

Thank You for Choosing Waltons New School of Music

Our reputation for offering the best music tuition available is very important to us. If you are ever less than completely satisfied with the tuition you receive, please contact the school office in person, by telephone (478 1884) or by email (info@newschool.ie).