



Surname _____ First name _____

Date of birth _____ male / female | Parent or guardian's name _____

Full address _____

Parent or guardian's phone (day) _____ (evening) _____

Mobile _____ Email _____

Does your child have a medical condition, special requirements, learning or behavioural issues that we should be aware of? _____

If enrolment is for instrumental tuition, does your child have an instrument to practise? Yes No (see following page)

How did you hear about the New School? Reputation Friend/word-of-mouth Internet Waltons music shop

Attended previous lessons/classes at the school Other. Please specify: _____

MUSIC FOR ME COURSES

Making Music (ages 3-4) Saturdays 10.15 – 11 am

Musical Adventures (ages 4-5) Saturdays 11.15 am – 12 pm

Musical Explorations (ages 5-6) Saturdays 12.15 am – 1 pm

Tuition Fee €270 | **Payment Plan** €96 deposit; two payments (November 1, December 1) of €95

INSTRUMENTAL COURSES

Introducing Guitar for Children (ages 6-8)

Class preference: Class 1 (Saturdays 11 am – 12 pm) Class 2 (Saturdays 12 – 1 pm)

Introducing Piano/Keyboard for Children (ages 6-8)

Class preference: Class 1 (Saturdays 11 am – 12 pm) Class 2 (Saturdays 12 – 1 pm)

Introducing Violin for Children (ages 6-8)

Class preference: Class 1 (Saturdays 11 am – 12 pm) Class 2 (Saturdays 12.30 – 1.30 pm)

Tuition Fee €360 | **Payment Plan** €126 deposit; two payments (November 1, December 1) of €125

I apply for a place in Waltons New School of Music for the child named above. I understand the tuition fees due and have read and accepted the regulations of the School (see following page).

Signed _____ Date _____

(For those enrolling by post/fax/email who wish to pay their tuition fee or payment plan deposit 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 ____ - ____

(For those wishing to make payment plan payments – Music for Me courses only – by credit/Laser card.)
I authorise two payments of € _____ to be charged on 1 November 2011 and 1 December 2011 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, along with payment (retaining this page for your records), 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

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 19, January 9 or April 16). 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).