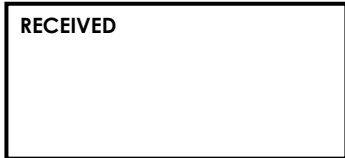


Please use **BLOCK CAPITALS** and print clearly.
See following page for calendar, fees and regulations.



Surname _____ First name _____
 Full Address _____
 Date of birth _____ Parent or guardian's name (if under 18) _____ male / female
 Phone (day) _____ (evening) _____
 Mobile _____ Email
 How did you hear about the New School? _____

PRIVATE (ONE-TO-ONE) AND GROUP LESSONS

Instrument/Subject: _____ Duration of lesson: _____ Enrolling to end of: _____
 1. _____ 30 mins 45 mins 60 mins First Term Second term Third term
 2. _____ 30 mins 45 mins 60 mins First Term Second term Third term

Preferred teacher (if any) _____

Previous musical experience (if any). Attach a separate sheet if necessary. _____

If enrolment is for group lessons, please list name(s) of other student(s): _____

Day/time preference. Mark 1 2 3 4 in order of preference.						
STARTING	MON	TUE	WED	THU	FRI	SAT
10 am – 12 pm						
12 – 2 pm						
2 – 4 pm						
4 – 6 pm						
6 – 8 pm						
8 – 10 pm						

GROUP COURSES, WORKSHOPS & ENSEMBLES

Course/Workshop/Ensemble: _____ Day/Time: _____
 1. _____
 2. _____
 Previous musical experience (if any): _____

ALL ENROLMENTS

I apply for a place in Waltons New School of Music for myself or for the student named above. I understand the tuition fees due and accept the regulations of the School (see following page).

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

(For those enrolling by post/fax/email wishing 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 (circle one) listed below:

Signed _____ Date _____
 A/C No. Name _____ Expires -

(For those wishing to make monthly payments by credit/Laser card.)
 I authorise _____ monthly payments of € _____ to be charged to my credit / Laser card (circle one) listed below:

Signed _____ Date _____
 A/C No. Name _____ Expires -

For School Use Only

Enrolment (1): G GL 1T 2T 3T 1-3T Enrolment (2): G GL 1T 2T 3T 1-3T Enrolment (3): G GL 1T 2T 3T 1-3T
 Date received _____ Starting date(s) of lessons _____ Tuition fee(s) _____
 Teacher(s) _____ Day(s) / time(s) of lessons _____
 Discount: Other family member(s) _____ Group lesson: Other group member(s) _____
 Payment plan: Deposit _____ Monthly payments _____ Start month _____ End month _____ (inclusive)

Please print, complete, and post, fax or scan/email the enrolment form (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 2009-2010 school year is divided into four terms.

TERMS (PRIVATE & GROUP LESSONS)

First Term (12 weeks): September 14 – December 12

Second Term (11 weeks): January 11 – March 27

Third Term (11 weeks): April 12 – June 26

Summer Term

• Part One (5 weeks): June 28 – July 31

• Part Two (4 weeks): August 2 – 28

HOLIDAYS

Mid-Term Break (First Term): October 25 – November 1

Christmas Holiday: December 13 – January 10

St. Patrick's Day: Wednesday, March 17

Easter Holiday: March 28 – April 11

Bank Holiday Mondays: May 3, June 7, August 2

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 will 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 private lessons to the end of the Third Term have the option of paying an initial deposit and distributing payments over several 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). Payment plan fees include an additional charge of €8 per monthly payment. Those paying by post-dated cheques should provide both deposit and cheques at time of booking. Those paying by credit/Laser card are responsible for notifying the school should there be any changes to card details over the period of enrolment. An additional administration charge of €15 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 for bi-monthly payments 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.

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 post-marked 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.

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.

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.

WALTONS DISCOUNTS

Currently-enrolled students are entitled to discounts on instruments, sheet music, accessories and music technology purchased at Waltons music shops. A completed enrolment form and receipt from the school must be presented to qualify for these discounts.

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.

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).