

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 2010-2011 school year is divided into four terms.

TERMS (PRIVATE & GROUP LESSONS)

First Term (12 weeks): September 20 – December 18

Second Term (11 weeks): January 10 – March 26

Third Term (11 weeks): April 4 – July 2

Summer Term

• Part One (5 weeks): July – August 6

• Part Two (4 weeks): August 8 – September 3

HOLIDAYS

Mid-Term Break (First Term): October 24 – 31

Christmas Holiday: December 19 – January 9

St. Patrick's Day: Thursday, March 17

Mid-Term Break (Second-Third Terms): March 27 – April 3

Easter Holiday: April 17 – May 2

Bank Holiday Mondays: June 6, August 1

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.

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.

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.

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.

RECOMMENDED INSTRUMENTS & PAYMENT PLANS

In association with Waltons music shops, the school has selected a range of recommended instruments for students of the New School. Payment plans, consisting of an initial deposit and six monthly payments made by post-dated cheques or credit/Laser card payments, are available for recommended instruments priced €150 or more.

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).