

Surname _____ First name _____

Full address _____

Date of birth _____ male / female | Parent or guardian's name (if under 18) _____

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

Why have you decided to study Leaving Cert. Music outside of your regular school? _____

For all students:

In which year do you intend to take the Leaving Cert. Music exam? 2012 2013

Have you completed Junior Cert. Music? Yes No

Have you formally studied music theory? Yes No. If yes, up to what grade? _____

Do you play an instrument or sing? Yes No. If yes, please specify instrument(s). _____

Please specify how many years have you been playing, and whether or not you have had any formal training (grades, teacher and music school, if applicable). _____

Do you play or sing with any performing group? Yes No. If yes, please specify. _____

How did you hear about the Leaving Cert. Programme at Waltons New School of Music? _____

Course: Two-Year Course (1st Year) Two-Year Course (2nd Year) Preliminary Course Two-Year plus Preliminary

NB: Prospective students who have not completed Junior Cert. Music should submit a Leaving Cert. Music Self-Assessment (available on our website or from the school office) together with this form.

I apply for a place on the above Leaving Cert. Music course(s) for myself or for the student named above. I understand 1) the course requirements and 2) that the course fee is non-refundable once admission is accepted, and I 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 who wish to pay the full course fee or payment plan by credit or Laser card.)

Full Fee I authorise the amount of €410 (per year of the Two-Year Course) €140 (Preliminary Course) €550 (both courses) to be charged to my credit / Laser card (circle one) listed below:

Payment Plan (Two-Year Course only) I authorise €142 to be charged immediately to my credit / Laser card listed below and €142 to be charged on 1 November and 1 December 2011.

Signed _____ Date _____

Card no. _____ Name _____ Expires _____ - _____

For School Use Only Date received _____ Fee received € _____ Two-Year Preliminary

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 23 – 30

Christmas Holiday: December 18 – January 8

St. Patrick's Day Holiday: Monday, March 19

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).