

Application for Instrumental and Vocal Tuition

January 2013

Swindon Music Co-operative is a not-for-profit organisation providing quality music tuition in the Swindon area. Our music teachers currently work with a large number of pupils in over 70 local schools, as well as providing lessons out of school to students of all ages. We provide tuition on a wide range of instruments and voice, aiming to develop each pupil's musical potential according to their individual needs and aspirations.

Our teachers are competent performers and teachers on their specialist instruments. All teachers are checked by the Criminal Records Bureau before commencing teaching. They are provided with professional development sessions and their teaching is monitored regularly.

Instruments

Tuition is available on recorder, flute, oboe, clarinet, bassoon, tenoroon, saxophone, trumpet, cornet, trombone, French horn, euphonium, tuba, violin, viola, cello, double bass, piano, electronic keyboard, guitar (classical, acoustic, electric and bass), ukulele, drums, voice and music theory.

When choosing which instrument to learn, the age and size of the pupil needs to be taken into consideration. You may need to seek advice from one of our teachers – this can be arranged by contacting the office.

Swindon Music Co-operative does not provide instruments. Our office staff can give information on a range of instrumental hire and purchase options.

Lessons and Fees

There is a range of lesson and payment options (see application form). Most lessons take place at school. However, lessons can also be provided at the teacher's home, or at an alternative venue subject to teacher availability.

A one-off taster session can be arranged through the office if required, subject to teacher availability.

We aim to provide 34 lessons each academic year. The number of weeks per term may vary from year to year according to school term dates, public holidays, etc. If a teacher is absent, the lesson will either be delivered in a "make-up" week at the end of term, or if this is not possible, a credit will be issued on the following term's invoice.

Financial Assistance

Pupils who are in care or are entitled to free school meals are eligible for financial assistance. Adult students must be eligible for Income Support or Employment Support Allowance. Please contact the office for further information. A small stock of instruments is available to loan to those approved for financial assistance, subject to availability.

Applying for lessons

A cheque/postal order for £20.00 must accompany all application forms, irrespective of chosen payment method. The cheque will not be cashed until the teacher has confirmed he/she is able to provide lessons requested by you. On receiving your application, the office staff will arrange lessons with an appropriate teacher and the teacher will contact you to confirm arrangements. The initial £20 payment will allow lessons to commence promptly and you will receive an invoice for the balance of payment due. To ensure continuity of lessons, prompt payment should be made on receipt of invoice.

Where a teacher does not have availability, the application will be placed on a waiting list for 6 months.

Terms and Conditions (January 2013)

Before completing the application form, please read the following terms and conditions and retain for reference.

1. Lessons

- 1.1 All applications for tuition must be completed and signed by the pupil's parent/ carer. Lessons cannot be arranged without parental consent or receipt of payment for the first term of tuition. If tuition cannot be arranged, pupil details will be retained on a waiting list for 6 months.
- 1.2 The Co-operative reserves the right to change a pupil's grouping without prior notice to the parent, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the Co-operative will notify parents as soon as possible to seek agreement.

2. Payment

- 2.1 A cheque or postal order to the value of £20.00 is required with each application. The cheque will not be cashed until the teacher has confirmed he/she will be able to provide the tuition requested by the parent. This initial payment will be deducted from the value of the first invoice issued.
- 2.2 Payment for lessons is required termly in advance **and is non-refundable**. Payment options include:
 - a) Full payment within 14 days of invoice date by cheque or by bank transfer (for bank transfer details please contact the office)
 - b) Two equal instalments – first cheque dated 14 days from the invoice date; second cheque dated one month after the first instalment date.
 - c) Standing order - please contact the office if you wish to pay via option (c)
- 2.3 Payment or payment arrangements must be made within 14 days of the invoice date to ensure continuation of lessons. Failure to pay as agreed will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative. Lessons missed due to suspension will be forfeited.
- 2.4 Sheet music, accessories, instrumental hire, courses, workshops, examination and accompanist fees are not included in the tuition fee.

3. Financial Assistance

- 3.1 Where financial assistance is provided by a third party organisation or external fund, this may be reviewed on a termly basis. Information will be shared with the relevant agency to facilitate funding. Liability for payment of lessons remains the responsibility of parents/carers unless funding is agreed by an approved agency and funds or vouchers as relevant are received by the Swindon Music Co-operative.

4. Attendance, refunds and cancellation

- 4.1 The Co-operative aims to provide 34 lessons per academic year. The number of lessons per term may vary according to the number of teaching sessions available. If the total number of lessons provided each term falls below the due number of lessons to be provided because of teacher absence, a credit or refund will be given.
- 4.2 **Credits or refunds cannot be given for lessons missed by the pupil for any reason (unless due to long-term illness or hospitalisation, in which case written notice will be required, and should be provided as soon as possible). In the case of pre-planned events, e.g. teacher-training days, school visits, exams, work experience, etc, 7 days' written notice is required. Although no guarantees can be made, it may be possible for teachers to re-schedule lessons. If a lesson is missed because of these circumstances and cannot be made up, a credit note or refund will be issued. Please note that where absence from lessons is due to school related events, e.g. teacher-training day, it is the parent/carer's responsibility to ensure notice is given to the Co-operative.**
- 4.3 **In the case of group lessons, if a single pupil is absent from a lesson for whatever reason, we regret that no refund can be made. If a whole group is unable to attend a lesson, the Co-operative requires 7 days' written notice as detailed above.**
- 4.4 If your child is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss future provision of lessons. Otherwise, any missed lessons will be forfeited.
- 4.5 Lessons may be cancelled at the end of a term (i.e. December, March/April, or July). Written notice of cancellation must be received by the office before the first day of the new term, otherwise a 4-week cancellation fee will be payable.
- 4.6 All information regarding 4.2, 4.3, 4.4, and 4.5 should be sent to the Co-operative office and not to the school or individual teacher.

5. Liability

- 5.1 The Co-operative does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

6. Terms and Conditions

- 6.1 The Co-operative reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final.

Please note that these Terms and Conditions are legally binding. Your signature on the application form confirms that you have read and understood them and that you agree to abide by them.

APPLICATION FORM (JANUARY 2013)

Please complete all sections of this form on both sides in **BLOCK CAPITALS**.

Part 1 – Student details

Name.....DOB..... Male / Female (please circle)

Address *

Post Code..... (*please let us know if the home address and invoice address are different).

Home Tel..... Work/mobile.....

Email..... **(TO BE USED FOR INVOICING AND COMMUNICATION)**

I give my permission for photo/recordings of my child to be taken, stored by Swindon Music Co-operative and used for marketing purposes. **YES/NO**

Current school..... Instrumental/Vocal teacher name (if known)

Does the pupil have any special needs or medical requirements?

Does the pupil have any musical experience? Details

Do you wish to apply for financial assistance? YES NO.....

School Year Group (e.g. Year 9) from September 2012.....

Part 2 – Lesson requirements

Instrument/voice (for guitar, please specify style of teaching required e.g. classical or contemporary)

What type of lesson would you like?

(NB The final decision lies with the teacher)

	Cost per lesson	Choice (indicate 1 st , 2 nd etc)
➤ Group A Lesson*(4 pupils in 30 minutes)	£3.50	
➤ Group B Lesson* (3 pupils in 30 minutes or 2 pupils in 20 minutes)	£4.70	
➤ 15 minute individual lesson (or 30 minute paired)	£7.00	
➤ 20 minute individual lesson (including one-off taster lesson)	£9.40	
➤ 30 minute individual lesson	£14.00	

IMPORTANT NOTES:

Payment of tuition fees is due in advance of lessons. Please refer to terms and conditions for full details.

* Group lessons are dependent on the number of similar applications received and the availability of a suitable teaching space. If there are not enough pupils to constitute a group, an individual option will be offered.

APPLICATION FORM (continued):

DATA PROTECTION

We are committed to the principles of data protection and information management. All personal information held on computer and manual files will remain confidential to the Swindon Music Co-operative and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child's school. If financial assistance is required, information will be shared with the relevant agencies or organisations. Under the Data Protection Act, you have the right to receive a copy of the personal data we have about you. To receive a copy, please contact the Office Manager.

WHERE DID YOU HEAR ABOUT THE CO-OPERATIVE?

From a friend a teacher at school a concert other (please specify)

Part 3 – Equal Opportunities Survey – Cultural Background

Please tick ONE of the following boxes that indicates your cultural background:

<i>Main group</i>	<i>Please tick appropriate box</i>				
A - White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other – please specify
B – Mixed Race	White and black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian
C – Asian or Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi
D – Black or Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	
E – Chinese	Chinese	<input type="checkbox"/>			
F – Other ethnic group	Please specify				

DECLARATION

On behalf of the pupil named overleaf, I apply for instrumental/vocal tuition with the Swindon Music Co-operative Ltd. I have read the terms and conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must ensure that my request in writing is received before the first day of the new term, otherwise a 4-week cancellation fee will be payable (see condition 4.5).

I attach my cheque/postal order for £20.00, and understand that this will be deducted from the first invoice issued by the Swindon Music Co-operative for lessons.

Signed (parent/carer) Date.....

Please print name of parent/carer

Please note that these terms and conditions are legally binding.

Your signature confirms that you have read and understood them and that you agree to abide by them

Please return this form with your cheque/postal order for £20.00 made payable to “SMC Teachers’ Trust Account” and send to:

Swindon Music Co-operative Ltd, The Bentley Centre, Stratton Road, Swindon SN1 2SH

For Office use only:

Teacher allocated		Number of lessons	
Database		SAGE	
Register		Invoice raised	