

ENROLMENT FORM - (please complete this form in black ink)

Sarratt Church of England Primary School		Rickmansworth, WD3 6AS	
Instrument	Student First Name:	Gender:	
Please Tick Your Chosen Instrument	Student Last Name:	M / F	
<input type="checkbox"/> Guitar - £7.59 Per Week <input type="checkbox"/> Drums - £7.99 Per Week	Student Date Of Birth: DD/MM/YYYY School		
Lessons are taught in small groups and will typically last between 20 and 30 minutes scheduled to fit in with the school and the students needs, this maybe during school time, during lunch or after school. Would you like us to organise the supply of a Drum Starter pack or a Guitar? Yes / No			
For Private 1 to 1 Lessons Please select below (otherwise please leave blank) <input type="checkbox"/> 20 mins 1 to 1 Private Lesson £12.99 <input type="checkbox"/> 30 mins 1 to 1 Private Lesson £18.79			
Is the student a beginner? Yes / No		If so what level?	
Special Medical condition (If Relevant)			
Parent/Guardian First Name:		Parent/Guardian Last Name:	
Title:	Email Address:		
A valid email address is very important for confirmation of our receipt of this application and is required to activate the members area of the Rock and Pop Foundation website			
Home Telephone Number:			
Mobile Telephone Number:			
Daytime/Work Telephone Number:			
Home Address:		Postcode:	
		Town:	
		County:	

<p>I apply to Rock and Pop Foundation for tuition. I accept all sections of the complete Rock and Pop Foundation's Terms and Conditions in their entirety.</p> <p>I fully understand that enrolment to lessons is ongoing and the termination procedure (point 4 overleaf).</p>	Parent or Guardian's Signature: Date: DD / MM / YYYY
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Office Use Only:	
Teacher	Start Date:
Account Number	



Please cut and return this section to our office
Please cut and retain this section for your records

Phone: 01252 368330 or 0844 879 3305
 Fax: 01252 336659
 Email: admin@rockandpopfoundation.com
 Web: www.rockandpopfoundation.com

30 Grosvenor Road
 Aldershot
 Hampshire, GU11 3EB

Dear Parent,

You have received this enrolment form because your child has expressed an interest in starting music lessons. Please complete and return this form to us if you would like us to add your child to our waiting list for music lessons at their school.

Who are we?

The UK's only **dedicated contemporary music service** specialising in Rock and Pop. We have taught **over 22,000 students** in schools and can boast a **pass rate of over 95%** in external examinations. We have our own highly developed syllabuses and offer vocational qualifications, delivered and accredited in partnership with **Rockschool**, the world's leading Rock and Pop examination board.

Aims

To provide **quality, interactive instrumental lessons** with excellent levels of support, accredited partnerships with schools and a motivational workforce inspired to react to the changing needs of music education. We remember that learning to play should be fun and our instrumental programmes **capture students' imaginations**.

Syllabus and Concerts

Students begin their tuition working from the Rock and Pop Foundation Music 'Junior Trainer' series our specially developed, QCF accredited syllabus. The books teach all the key skills, presenting the material in an up-beat and informative manner. Development then continues using graded syllabuses from Rockscool, Trinity College and the Associated Board. We support National Curriculum Key Stages 1-4 for Music, and enable students to attain high standards of music theory, practice and performance. **Concerts** are normally held within the year children will get a chance to perform and show off their skills. With permission from the school parents will be invited.

Home Practice, the Training Schedule and the Points and Rewards System

Students should practise for at least 10 minutes every day. Each student's practice sessions are logged in their home training schedule/diary and points are awarded weekly by the tutor for the practice that has been completed. Points earned are totalled at the end of each term and converted to Awards!

Fees and Books

Fees are dependent on lesson format. We invoice you when the lessons have been set up and thereafter at the beginning of each new term. Terms generally vary between 11-14 weeks according to the individual school. Teaching aids (books and folders) are supplied at the first lesson and prices are as followed:

Guitar - £19.95 Drums - £19.95 (All prices are subject to change)

Our Tutors

All of our **tutors are licensed and accredited** to deliver the Rock and Pop Foundation education programmes. All tutors are fully checked for their suitability for the role - this includes a police check via an enhanced disclosure from the Disclosure Barring Service (DBS).

What happens next?

Please complete, detach and return the enrolment form overleaf - on receipt of this we will add your child to our waiting list and send email confirmation of receipt to the address you provide. We will then contact you as soon as a place in a suitable class is available.

Instruments

All students must have their own instrument to practice on at home the requirements will vary with each instrument as listed below.

Guitar - A nylon strung Spanish / Classical guitar is recommended to start with. For most junior students (age 7 to 11) we recommend a 3/4 size guitar - we can organise supply of these with a case for just £62.40 inc VAT.

Drums - Although advantageous, a full drum kit is not necessary to begin with but every student must have their own practice pad, sticks and metronome for practice at home. We can organise supply of these items for just £37.20 inc VAT - please ask for a 'Drum Starter Pack'.

Please note that although Rock and Pop Foundation **administrators make every effort to process all applications within 6 weeks**, class allocations may take longer due to school timetabling and availability of places. We will contact you to finalise arrangements once a lesson time and start date are arranged.

TERMS AND CONDITIONS OF ENROLMENT

This is a summary of the main points of our complete Terms and Conditions, a copy of which accompanies each invoice or is available from our office upon request.

1. GENERAL CONDITIONS AND TERM DATES:

We provide 3 terms of lessons per year; the Autumn, Spring and Summer Terms. Lessons are administered on this basis, even if the student attends a school that operates on a different calendar system. **Enrolment to lessons is continuous from one term to the next, unless you give us notice to withdraw (see point 4 below).**

2. FEES AND PAYMENTS:

Payment for lessons is required for each term in advance and must be made to Head Office. Invoices are sent out when lessons start and then before the start of each term and should be paid within 14 days of the invoice date - Late payment of fees will incur additional charges. **Failure to pay fees will lead to the withdrawal of tuition and may also result in an additional sum being charged.** Our fees are set on the basis of the provision of tuition only - supplemental charges may be levied if any extra costs are incurred by us, for example hire charges for the lesson venue.

3. ADMINISTRATION CHARGES:

All fee invoices carry a standard administration charge of £2.95. Separate stock items do not carry administration charges.

4. TERMINATION/CANCELLATION OF TUITION

A student can withdraw from tuition only at the end of a term. Notice to stop lessons at the end of term must be given directly to Head Office before 1st March (Spring Term), 1st July (Summer Term) and 1st December (Autumn Term). We will give you a cancellation reference as proof of cancellation. Students may continue to receive lessons until the end of the relevant notice period.

5. FAILURE TO GIVE ADEQUATE NOTICE

If the required notice is not given a sum equivalent to 6 weeks fee is charged, in lieu of notice. Payment of this sum does not entitle the student to attend further lessons. Once lessons have commenced in any one term, a full term's fees are due.

6. MISSED LESSONS:

Credits are not given for lessons missed by students or missed due to circumstances beyond our control. If a student misses four consecutive lessons through illness, credit for 50% of the fees for the missed lessons will be issued on production of a medical certificate.

7. LESSON SCHEDULES:

Lessons are scheduled taking into account many factors including limitations imposed by schools and tutor availability. Lesson schedules may be altered from time to time either temporarily or permanently.

8. CONCERTS:

Concerts are regarded as one of the scheduled lessons in that term and usually happen in place of the normal lesson that week. Parents' attendance of concerts is always subject to the consent of the school/venue.

9. ACCEPTANCE OF OUR TERMS:

You accept our complete Terms and Conditions by completing and returning this form. Students will not be permitted to start lessons until a signed copy of this application form has been received and the full enrolment process completed.

10. SUPERVISION:

The Rock and Pop Foundation licensed tutors accepts responsibility for the supervision of a student only whilst in their designated lesson. At other times the responsibility for supervision lies with the school (during school hours) or parents/guardians (outside school hours).

11. INSTRUMENTS:

Students need their own instruments for lessons and home practice. Instruments may be purchased from head office on 0844 879 3305 on a payment-with-order basis. If your child withdraws from lessons within 10 weeks, we will buy back the instrument subject to condition and valuation. You may purchase your instruments from sources other than us.

12. BOOKS:

Any books required for the first lesson are billed with the first fees invoice. Subsequent books are purchased on a payment-with-order basis.

13. PRIVACY:

As a company holding personal information, we are obliged under the data protection act to protect your personal details. The information will be held by Rock and Pop Academy Ltd but no other organizations, and will be used only in relation to the administration of instrumental tuition and to keep you informed about the services we provide. You, as a customer, have a right to see the information we hold upon request.

14. CHANGES TO TERMS AND CONDITIONS:

We reserve the right to alter the terms and conditions without prior notice. The revised terms and conditions will be shown the next invoice you receive.

Please do not send any payment with this form - Billing only takes place after the lessons have been set up. We will contact you to finalise lesson arrangements once a convenient start time and date has been confirmed.

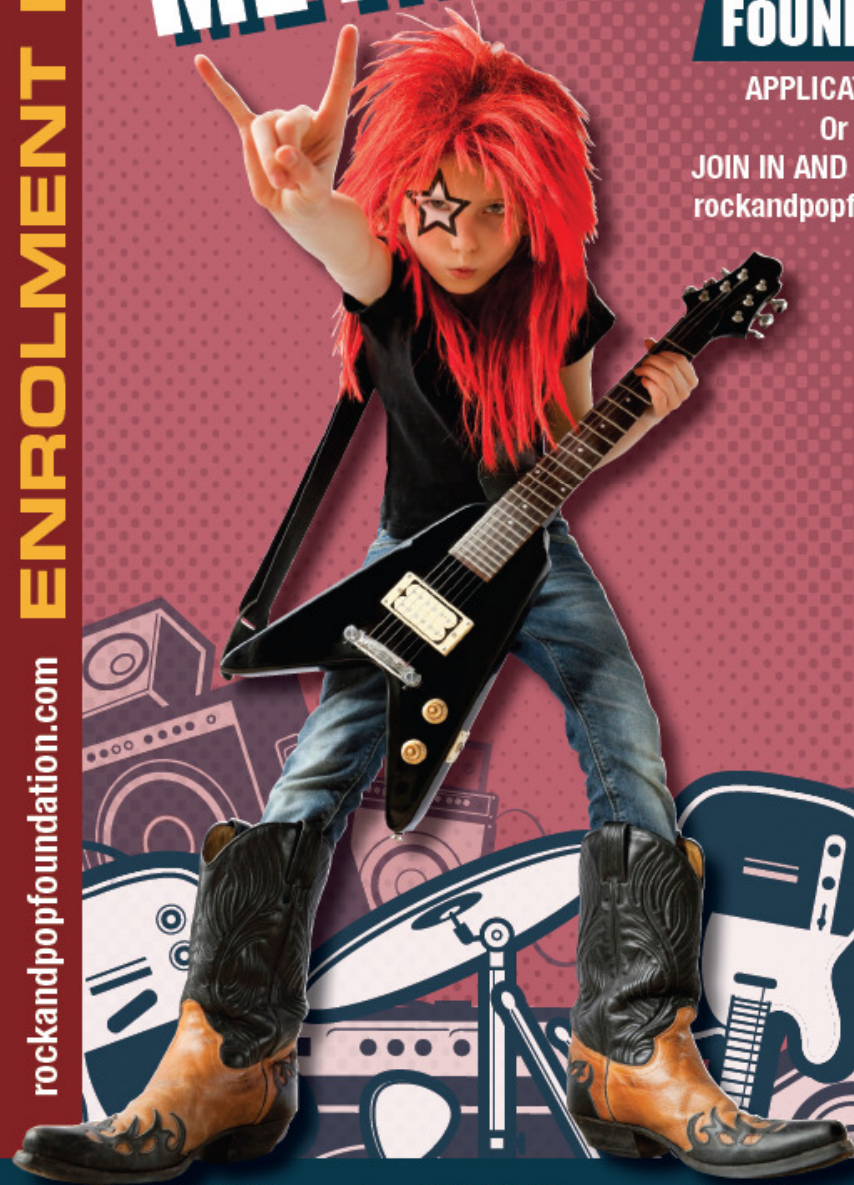
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