



37 ST MARTIN'S PARK  
CROWHILL  
HAVERFORDWEST  
PEMBROKESHIRE  
SA61 2HP

## Student Enrolment Form 2008

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_

\_\_\_\_\_

Age on 1 Sep 2008: \_\_\_\_\_

Town: \_\_\_\_\_

Sex: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Student's mobile: \_\_\_\_\_

Student's MSN: \_\_\_\_\_

Student's e-mail: \_\_\_\_\_

### Parental Contact

### Emergency Contact (other)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Parent's mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Parent's e-mail: \_\_\_\_\_

Any medical conditions: \_\_\_\_\_

*I agree to the terms and conditions  
printed on the rear of this form.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tuition Terms and Conditions

## **FEES**

Monthly tuition fees for 2008/09 are:

- £30 for 30-minute lessons (£35 for visits)
- £60 for 60-minute lessons (£70 for visits)

There are eleven monthly payments over the academic year, and fees are due on the dates shown on the lesson calendar. There is a £5 administration fee for any late payments. Fees will be reviewed annually on 1 September, and students will be given at least four weeks' notice in writing, if there are any changes.

Payments are to be made by cheque, standing order or through the Web site [WWW.PAYPAL.COM](http://WWW.PAYPAL.COM). If you wish to pay by standing order or PayPal, please speak to the tutor.

**If you are unable to attend a scheduled lesson, then, subject to availability, the tutor will offer an alternative time slot in that week or an adjacent week, provided that a full seven days' notice is given of the absence. Any absence with less notice will forfeit the lesson. It would benefit the tutor and all students, if as much notice as possible could be given, as this will then show up time slots which are available for others to fill.**

If the tutor needs to cancel the lesson for any reason, then as much notice as reasonably possible will be given. It is therefore important to keep the tutor informed of any change in contact details, particularly mobile numbers.

## **SHEET MUSIC AND MATERIALS**

Lesson fees do not include the cost of purchasing sheet music or any instrument accessories. All examination materials are available for purchase from West Wales Music, as are some basic accessories such as manuscript paper. Your tutor can recommend good sources to get other materials and accessories. We can also order them for you at retail price.

## **PRACTICE TIME**

Students are expected to practise regularly, preferably daily. More progress is made by practising ten minutes per day than practising for a solid hour just before a lesson! Obviously, examination candidates and students who are more advanced should practise more than this. Parents must play their part in this process by providing uninterrupted quiet time for the student to practise each day. Practice techniques will be discussed with students as part of their tuition, and each student will have a 'practice book' which must come to every lesson, enabling parent & tutor communication.

## **EXAMINATIONS**

Examination entries are not compulsory, but are recommended for most students as a guide to progress and a target for studies.

Examination entries are to be made only through *West Wales Music* and not directly by the student/parent.

Entries will be made only once the relevant fee has been submitted – and not before. Examination fees are determined by the exam board. Students and parents will be given sufficient notice of exam entry closing dates and the relevant fees.

Examinations are *usually* held in Haverfordwest. This can be varied at the examination board's discretion, and *West Wales Music* has no control over this. Students/parents are responsible for any extra travelling expenses which this may involve. Please be aware that advanced jazz students will invariably need to travel, owing to the limited demand for these exams in Pembrokeshire.

## **COMPETITIONS AND FESTIVALS**

Entries to competitions, festivals or Eisteddfodau should not be made without first consulting the tutor to discuss both repertoire and readiness for such an event.

## **PARENTAL INVOLVEMENT**

Parents are welcome to observe during lessons or to discuss their child's progress at any time via telephone. Supportive parents can make the biggest difference to a child's success on the piano or any other musical instrument.

## **TERMINATION OF TUITION**

If a student no longer wishes to attend piano lessons, then four teaching weeks' notice must be given (or payment in lieu of those lessons). The tutor will inform of you of the final payment due.

Occasionally, it becomes necessary to remove a student from lessons. Possible reasons for this include:

- unacceptable behaviour.
- poor attendance over the year or three absences in a row, without notification.
- lack of practice and/or commitment to piano study.
- persistent late payment.

Asking a student to leave is always a last resort. Any issues will be discussed with the parent before action being taken.

## **INTERNET SITE**

A copy of this document, the lesson calendar and lots of other useful information can be found on line at [WWW.WESTWALES MUSIC.COM](http://WWW.WESTWALES MUSIC.COM) and then going to the 'Tuition' section.