

## 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. Invoices are available to view and pay online prior to 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 £5.95. 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 or doctors note.

### 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 may need their own instruments for lessons and home practice. Instruments may be purchased from head office on 01252 368330 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:

Rock and Pop Academy Ltd are obliged under the data protection act to protect your personal data. In line with the new data protection law ('the General Data Protection Regulation'), we have updated our Privacy Policy to ensure our customers have more information about the personal data we hold, how we use it and your rights. Full details of our policy are available to view on the website [www.rockandpopfoundation.com](http://www.rockandpopfoundation.com).

### 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 published on our website and included on any paper correspondence you may receive.

**Please do not send any payment with this form - Billing only takes place after the lessons have been set up.**

Although we make every effort to process all applications within 6 weeks, class allocations may take longer due to school timetabling and availability. We will contact you to finalise arrangements once we have a time and start date.

Rock And Pop Academy Ltd is registered in England and Wales, registered number: 06922645. Rock and Pop Foundation is a registered trademark of Rock and Pop Academy Ltd

# MUSIC LESSONS... COUNT ME IN!

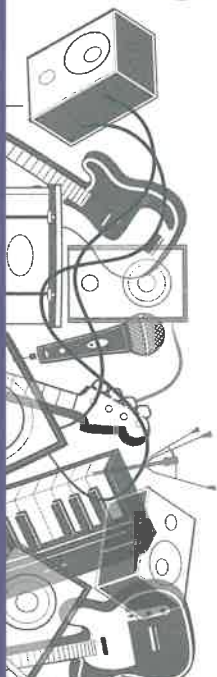
## THE & POP FOUNDATION.

ENROLMENT FORM  
OR VISIT  
[WWW.ROCKANDPOPFOUNDATION.COM](http://WWW.ROCKANDPOPFOUNDATION.COM)  
TO ENROL ONLINE

## ENROLMENT FORM

[www.rockandpopfoundation.com](http://www.rockandpopfoundation.com)

|   |  |  |  |
|---|--|--|--|
| <b>School:</b>  |  | <b>Town:</b>   |  |
| <b>Instrument</b><br><input type="checkbox"/> Group Lessons £11.75 (25 Mins)<br><input type="checkbox"/> Private Lessons £19.95 (25 Mins)<br>(Price Per Lesson)   |  | <b>Student First Name:</b><br><br><b>Gender:</b><br>M / F      |  |
| <b>Student Last Name:</b>   |  | <b>Student Date Of Birth:</b> DD/MM/YYYY                       |  |
| <b>Guitar, Drums, Piano</b><br><b>Keyboard Vocal &amp; Ukulele</b>  |  | <b>School Year:</b>  |  |
| <b>For Lesson Availability</b><br>Visit <a href="http://www.rockandpopfoundation.com/enrol">www.rockandpopfoundation.com/enrol</a> to find out which discipline is available within your school.              |  |  |  |
| Would you like us to organise the supply of a Drum Starter pack or a Guitar? <b>Yes / No</b>  |  |  |  |
| Is the student a beginner? <b>Yes / No</b> - Current level:   |  |  |  |
| Learning/Medical conditions (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 <b>Members Area</b> of the Rock and Pop Foundation website.                       |  |  |  |
| Home Telephone Number:  |  |  |  |
| Mobile Telephone Number:  |  |  |  |
| Daytime/Work Telephone Number:  |  |  |  |
| Home Address:   |  | Postcode:  |  |
|   |  | Town:  |  |
|   |  | County:  |  |
| By signing and returning this form, I agree to the terms & conditions and privacy policy in their entirety.<br><input type="checkbox"/> Please tick this box if you wish to opt <b>OUT</b> of online billing. |  | <b>Parent or Guardian's Signature:</b><br>Date: DD / MM / YYYY |  |
| Office Use Only:<br>Teacher<br>Account Number   |  | Start Date   |  |



Please cut and return this section to our office

Please cut and retain this section for your records

**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 using the address above or visit [www.rockandpopfoundation.com/enrol](http://www.rockandpopfoundation.com/enrol) to enrol online. Upon completion of the form your child will be added to our waiting list for music lessons at their school.

#### Who are we?

The Rock and Pop Foundation is the UK's leading contemporary Music Service providing a wide range of programmes to Schools and Colleges. Since 1995 over 40,000 have been taught by our organisation and we pride ourselves on 'Raising the standards in Music Education'.

#### 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 unique, QCF accredited syllabus. Our syllabus provides the platform for students to learn the key skills in playing their chosen instrument, presenting the material in a fun and engaging format. Students then progress to a graded syllabus with either: Rockschool, Trinity College or 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 organised throughout the school year giving children the opportunity to perform and showcase their skills. With permission from the school, parents will be invited.

#### Home Practice

Beginner students should practise for at least 10 minutes every day. Each practice session is recorded in their home training diary. Guitar, Drum and Keyboard Trainer book 1 have a practice schedule at the front of the book. 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 certificates will be handed out upon completion of each Trainer book.

#### Fees and Books

Fees are dependent on lesson format with invoices being available to view and pay online at the start of every school term. School terms generally vary between 11-15 weeks according to the individual school. Beginner students start lessons working from our Junior Trainer book series and this will be automatically added to the first invoice. Students with prior playing experience will be assessed by their tutor and books will be available to purchase upon request via our head office and online shop.

#### Instruments

All students must have their own instrument to practice on at home, the requirements will vary for 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 £78.99 inc VAT. Senior School students may require a full size guitar.

**Drums** - Although advantageous, a full Drum kit is not necessary to begin with however as a minimum every student must have their own practice pad, sticks and metronome for practice at home. We can organise supply of these items for £49.99 inc VAT.

**Keyboard** - Whilst we don't supply keyboards, a 5 octave Yamaha Keyboard with full size keys is recommended.

**Ukulele** - All students will require their own Ukulele for lessons and home practice. There are a variety of options available which will be discussed prior to lessons starting.

**Piano** - We recommend students have either a Piano or electronic Keyboard for home practice. Students will NOT be required to take an instrument in to school for their lesson.

#### Online Shop

Books, instruments and additional courses can be purchased via our online shop hosted on our website. All prices are inclusive of postage and packaging and will be delivered within 2-3 working days.

#### 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 Fully Enhanced check Disclosure Barring Service (DBS).

#### What happens next?

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

Please note that the Rock and Pop Foundation office team make every effort to process all applications within 6 weeks. However, this is dependent on timebbling and availability of places. We will contact you to finalise arrangements once a lesson time and start date are arranged.

**Please do not send any payment with this form - Billing only takes place after the lessons have been set up.**

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