

**APPLICATION FORM FOR MUSIC TUITION**  
**NEWARK HILL PRIMARY ACADEMY**



**Section 1 – Student Details – Please print using capital letters**

Student Name: .....

School: ..... Year Group : .....

Parent/Guardian Name: .....

Address: .....

.....

Postcode: ..... Email: .....

Home Telephone: ..... Mobile: .....

**Section 2 – Tuition/Instrument Options** – Please circle your instrument choice

Piano (Years 1-6)	Flute (Years 3-6 ONLINE)	Clarinet (Years 3-6 ONLINE)
Keyboard (Years 1-6)	Saxophone (Years 3-6 ONLINE)	Bass Guitar (Years 5 & 6)
Singing (Years 1-6)	Recorder (Years 1-6)	Ukulele (Years 1-6)
Acoustic Guitar (Years 3-6)	Trumpet (Years 3-6)	Violin (Years 3-6 ONLINE)
Electric Guitar (Years 3-6)		Drums (Years 3-6 ONLINE)

*Please tick one of following:*

Group lesson @ £10.50 per month	<input type="checkbox"/>	£42 per Term	<input type="checkbox"/>
15 min Individual lesson @ £19.00 per month Or 30 min Paired Lesson	<input type="checkbox"/>	£73.50 per Term	<input type="checkbox"/>
20 min Individual lesson @ £24.00 per month	<input type="checkbox"/>	£94.50 per Term	<input type="checkbox"/>
30 min Individual lesson @ £34.50 per month	<input type="checkbox"/>	£136 per Term	<input type="checkbox"/>

For purchase/hire of all instruments; please see [www.jmpmusic.co.uk](http://www.jmpmusic.co.uk)

**Section 3 – Payment details:**

**Termly payments** are collected via GoCardless. A link will be sent in your welcome email.

**OR**

**12 Direct debit monthly payments** will be collected on the 15<sup>th</sup> of the month (via Go Cardless). The link to set up direct debits will be included in your welcome email.

**If you are unable to pay via direct debit, please contact Debbi.**

**PLEASE DO NOT LEAVE PAYMENT WITH THE SCHOOL OR THE TEACHER**

## **Section 4 – Declaration**

I have read and agree to the Terms and Conditions (attached).

Signed: ..... Date:.....

Parent/Guardian of (*PRINT NAME*):.....

### **Terms and Conditions**

#### **Frequency and Timing of Lessons**

The rates quoted are for 30 lessons over the course of an academic year from when lessons commence. Each pupil will receive between 10 and 12 lessons per academic term. If for whatever reason a minimum of 10 lessons don't take place during any given term, these will be either be made up online or rolled over into the following term. If at the conclusion of the 30 lessons it is possible to hold additional lessons until the end of that particular term, then the parent/guardian will be informed and given the option to pay for these additional lessons. Pupils can only start lessons at the commencement of each half and full school terms.

Each lesson will take place within the school day (except online lessons which will take place outside of the school day), although they may occasionally be before or after school, and wherever possible scheduled to avoid other key curriculum lessons. Lessons may also be on a rotation basis.

#### **Group Lessons**

Group lessons will be arranged according to the number of pupils and availability as follows:

2 Pupils – 15 mins

3 Pupils – 20 mins

4 Pupils – 25 mins

Should a group lesson be requested but there is no suitable grouping then the parent/guardian will be contacted to discuss possible options, which may include upgrading to Individual lessons or going onto a waiting list.

#### **Tuition Fees, Billing and Other Charges**

Parents/Guardians will be invoiced termly (in advance) in August, December and April. Payment must be received within 14 days from the date of invoice. If payment has not been received on, or prior, to the first lesson of the term, then JMP Music reserve the right to delay the lessons until payment has been received.

Additional fees for examinations etc will be invoiced as they are incurred. These are arranged directly with the teacher.

All cheques should be made payable to "Jonathan Paul" with the student name and invoice number written on the reverse of the cheque.

Any cheques returned unpaid will incur a £10 handling charge.

Monthly payments are collected by direct debit (via Go Cardless), with every month of the year being charged for, including August. These will continue until a child gives up or leaves the school.

No refund can be given if the pupil decides to give up lessons part-way through any period that has already been paid for.

JMP Music reserve the right to suspend your child's classes until any overdue payments have been received.

All payments are collected on behalf of the teacher, and these will be passed on at the end of each month.

#### **Cancelled and Missed Lessons**

JMP Music reserve the right to cancel any classes any time up to and including the date the class starts. Should this occur we will endeavour to give you as much notice as possible via Facebook, text or phone/word of mouth and a credit note will be issued.

Lessons cancelled by the tutor for any reason will be made up.

Lessons cancelled by the school for any reason will be made up.

Lessons suspended due to late payment will not be made up.

Lessons missed for any other reason cannot be rescheduled and there will be no refund e.g., if the pupil is off sick, forgets their instrument, or is on holiday.

If a student does not arrive on time for a lesson the teacher will collect the pupil from their classroom. However, any time lost due to pupil lateness will not be made up due to the knock-on effect of other scheduled lessons.

A decision by the pupil or parent/guardian to discontinue lessons should give notice in writing prior to the due date of the next invoice.

In the event of a pupil leaving with fees still outstanding, JMP Music reserve the right to pursue recovery of the debt by all legal means, including court action.

#### **General Information**

Parents/Guardians are responsible for the purchase and insurance of the pupil's instrument. Teachers can assist with the hire or purchase of instruments. For further details please contact JMP Music and information is also on the website.

Parents/Guardians are required to purchase all music books.

Parents/Guardians by signing this agreement consent to their details to be passed onto the teacher & admin team  
An annual report will be issued towards the end of each Summer term.

**Contact Details:** Debbi Paul, JMP Music, 54 Manor Drive, Peterborough, PE4 7AT, 01733 732242 / 07496 967307  
[jmpmusic\\_tuition@hotmail.com](mailto:jmpmusic_tuition@hotmail.com)