Christchurch Music Academy
Studio: Level One, Barrington Mall, Spreydon Christchurch
Postal: P O Box 9319, Tower Junction, Christchurch 8244
Telephone: 377 3778 / Email admin@chchmusicacdemy.co.nz
www.chchmusicacademy.co.nz

ENROLMENT FORM

PLEASE PRINT ALL INFORMATION CLEARLY AND RETURN TO THE SCHOOL IMMEDIATELY

Child's Name in full:

Parent Name in full:

Address:

Telephone: Home: Mobile:

Business

Email Address:

Child's Date of Birth:

Course first enrolling for: ..... **(i.e Treble Tots / Mini Maestros / Kinder Keys/ Junior / Primary / Drum Ensemble or Individual Lessons)**

In making this enrolment, I understand and agree to the following conditions:

1. Direct debit forms must be signed & submitted before the student commences with CMA.
Your child's enrolment will be confirmed and placement secured upon receipt of this form and verification of bank account details. The Christchurch Music Academy reserves the right to allocate your child's place to another student should direct debit payment for classes dishonor or if a direct debit form has not been submitted prior to entry of first class. **Should you wish to discontinue attendance after signing the enrolment form, direct debit form and attending lesson one (which is a trial lesson) you are required to give notice of withdrawal before the next lesson takes place. All enrolments after lesson two are finalized and full term fees will be debited on this day. Enrolment is strictly on a term-by-term basis.**
2..Fees are payable via direct debit one school **term in advance** on receipt of statement / invoice. Course materials are an expense additional to fees and must be paid for as required via invoice. Siblings/family members may not share course materials due to copyrighting. Please budget for new course materials every second term of tuition. Unless a withdrawal form has been submitted notifying of intended withdrawal for the following school term, payment will be debited for full term fees two weeks prior to the next school term commencing.
3. Should your child miss a lesson for any reason, no refund of fees will be made. Enrolment is strictly on a term-by-term basis. No refund of fees will be made should you wish to only attend for part thereof.
4. If your child is unable to attend for more than four consecutive lessons, leave of absence may be granted on application to the school office. Applications for leave of absence can only be made once every 18 months per student. Applications made **after** the student's absence will only be granted in extenuating circumstances (such as illness or injury). Should the application be approved, any credit to your account will be carried forward to the next school term. Refunds will not be issued in any circumstances.
5. **WITHDRAWAL POLICY**
- All students: Notice of withdrawal will only be accepted by completing the Student Withdrawal form available from your teacher or the school office. Verbal or email notice will not be accepted.
-Notice of withdrawal must be submitted via a CMA withdrawal form four weeks before a new term begins (by the second to last week of the school term). This due date will be advertised on the school front reception counter each term. WITHDRAWAL FORMS MUST BE SUBMITTED BY THIS DATE TO CANCEL A DIRECT DEBIT PAYMENT. WITHDRAWALS RECEIVED AFTER THIS DATE WILL BE CHARGED THE FULL TERM FEE FOR THE NEXT SCHOOL TERM. This is to assist us with our timetable scheduling each term. We thank you for your understanding ☺
- If you give notice less than four weeks before a new term begins (second to last week of the school term) you will be debited the full term fee charge for the following term.
- Any student withdrawing during the course of a term will not be eligible for a refund of fees.
- Any student that commits to the course but does not attend, full term fees are payable.
6. Except for **Preschool** classes (treble tots, mini maestros & kinder keys) only siblings up to 6 months of age are permitted in the classroom without the prior consent of the school director. This policy is implemented in fairness to our students as the presence of other children can be distracting, which in turn affects the quality of the lesson. Siblings are always welcome during preschool classes.
7. Class Cancellations. Should class enrolments reach insufficient numbers, it is at the discretion of the school director to cancel a class. As much notice as possible will be given to students who have pre-enrolled in the class. In the eventuation of class cancellation, any fees or bond paid, will be refunded.
8. CMA reserves the right to make timetabling changes as necessary. As much notice will be given as possible.
9. Dishonoured payments will incur a 10% late payment fee and be automatically re-debited 3 days later.. All costs will be payable by you for any collection/legal costs if this account is subject to debt collection.

Signed (Parent/Guardian) .....

Date .....