

School:

Special Educational Needs: Yes/No

Instrument: Guitar / Ukulele

Do you currently have
lessons with me? Yes / No

Beginner: Yes / No

Contact Details

Student Name: _____ Date of Birth: DD/MM/YYYY Gender: M / F

Address: _____

Town: _____ Postcode: _____

Bill Payer: _____

Address: (if different from above) _____

Town: _____ Postcode: _____

Contact Telephone: _____

Parent/Carer: _____ Parent/Carer Tel: (if different from above) _____

eMail: _____

Please ensure this information is accurate as all communication will be via email or text

What Are You Applying For:

Lesson Period	Cost Per Term		I must receive this form by the following dates in order to commence lessons at start of a specific period:
	Shared (£68)	Individual (£136)	
September to Christmas			31st July 2015
January to Easter			1st December 2015
24th April to 21st July			1st March 2016
There is a special half term intake for October to encompass any students starting at a new school			
31st October to Christmas	£34	£69	21st October 2015

Payments:

Cheque - Please make payable to 'Paul Hawksworth' and post to 6 Bromwich Road, Sheffield, S8 0GF.

Bank Transfer - Contact me on 07772088705 or at paulhawksworth@me.com for details.

School Office (Primary Schools Only) - Please let me know if you wish to leave cash/cheque at the office.

Bursaries are available offering GREAT savings on lessons. See reverse/attached for details.

Declaration:

I wish to enrol the above-named student for lessons and agree to pay the termly charges due. I have read and agreed to abide by the full term and conditions as set out by Paul Hawksworth Guitar Tuition. (see reverse/attached sheet)

I have included a cheque/sent payment of £ _____ to reserve my child's place.

I understand that lessons will continue for the year. I agree to advise Paul Hawksworth Guitar Tuition in writing by the date specified in the terms and conditions should I wish to discontinue lessons at the end of a term. If the required notice is not given, I agree to pay the termly fee.

Signature: _____ Relationship to student: _____ Date: _____



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ENGLAND**

Paul
Hawksworth
Guitar Tuition

Terms and Conditions:

Detailed below are the terms and conditions for the guitar/ukulele tuition that your child will be receiving over the coming year. Please read the information carefully and sign the declaration at the bottom of the Enrollment form. (See Reverse/Attached)

Please note – I can only begin lessons with your child once payment and a signed copy of the form have been received.

- 33 lessons are offered over a three term academic year and will be arranged by me and school. Each lesson will be 20 minutes in length.
- Lessons will be invoiced over the year in three equal instalments. Non-payment of fees will lead to the withdrawal of tuition.
- No refund can be offered for any lessons missed by the pupil. One weeks written notice should be given for any absences due to school trips or exams. Under these circumstances the tutor will endeavour to arrange an alternative lesson slot if possible. Notice must be given directly to the tutor; no responsibility will be accepted for messages passed through the school. A credit will be issued for any lessons that are missed due to the tutor's unavailability.
- **Lessons continue for the year or until written notice of withdrawal is received by Paul Hawksworth to the above address.** Email notification is also acceptable on **paulhawksworth@me.com**, written notice must be given as follows:
 - to withdraw at the end of the autumn term, by **26th November 2016**;
 - at the end of the spring term, by **27th February 2017**; and at the end of the summer term by **1st June 2017**.
- All lessons are to be paid for in advance. Your child's lessons will only take place once full payment is received. Prompt action on payments would be gratefully appreciated.
- I am not responsible for any money/cheques left with the school office/member of staff.
- I am not responsible for escorting children to and from lessons. The school is responsible for pupils outside the actual lesson time.

Bursaries & Grants

Bursaries are available to cover over **50%** of the cost of a shared lesson. Places are strictly limited and are allocated on a first come first served basis to families who qualify for one of the following:

1. Free School Meals
2. Income based Jobseekers Allowance
3. Income Support
4. Working Tax Credit, where annual income is below £15,000

The above bursary is also available to children and young people with special needs who may require an individual lesson. In order to qualify for this bursary, please enclose a letter from the headteacher of your school stating that your child would benefit from longer lessons. You do not need to qualify for 1-4 above.

Children or young people with foster carers or in residential homes qualify for full bursaries. Please provide written confirmation that you're a carer or young person or child who is registered as a looked after child.

If you have any questions regarding bursaries and how to apply please contact me at paulhawksworth@me.com or on 07772088705.

Once We're Up and Running

Now the serious bits are out of the way! If you would like a report on your child's progress, any advice on instrument purchase or should you have any other queries or questions, please feel free to contact me and I would be more than happy to help.

Practice is essential in a pupil making progress. Parents/guardians can support this through:

- o Encouraging regular/daily practice.
- o Checking that the instrument and music (if applicable) are taken to school on the day of the lesson.

Please note you will need to check on the specific start date directly with the school or music teacher. Secondary school lessons times will be displayed on the school's music department noticeboard. For further information feel free to contact me on 07772088705 or paulhawksworth@me.com.