



Student Information

Student Name:

Parents Name: (if Student under 18 Years)

DOB: ____/____/____

Address: _____

_____ Postcode _____

Phone: _____ Mobile: _____

Email: _____@_____

Musical interests (genre, instruments, artists):

Does the student have any additional needs? (Please specify)

How did you find out about us? (please circle)

TV - Website - Social Media - Flyers - Friend - Events - other

For Advertising Purposes do you agree to having your photo or image on our newsfeed or Social media page (Yes) (No)

Please Sign: _____ Date: ____/____/____

Park Sound Factory Music School

Terms & Conditions

Please read carefully the following terms & conditions before commencing tuition.

- 1: All students/parents/guardians are required to fill in a student information form.
 - 2: Lessons are **NOT** based on the New South Wales School Term. Our new term dates will be displayed on our website and also in our music school admin area. If you are unsure please contact admin.
 - 3: By signing this form you are committing to a **full term of lessons**.
 - 4: All tuition fees are to be paid in advance of the lessons/lesson. **no exception**
 - 5: Due to COVID-19, the NSW Government health regulations, and the safety of everyone at Park Sound Factory
We ask you to stay home if unwell, and suggest to get tested if you/student have any flu symptoms. If cold and flu symptoms are apparent whilst in the studio, it is up to the teacher's/staff's discretion to discontinue the lesson.
 - 6: Student cancellation during mid-term requires **full payment** to be made.
 - 7: A minimum of **2 HOURS** is required if a student is unable to attend their scheduled lesson. Failure to notify within this time period the lesson is forfeited and payment is required.
 - 8: Payment Terms: 14 day account and paid in full. Half term payments: 1st & 6th week of term.
Payments overdue will have a late fee of \$10 per week.
 - 9: A maximum of (1) make-up lesson per student/per term.
 - 10: Make-up lessons are to be organised through administration and if not made up during the term will be made up during the next school holiday period at a time organised between you and administration. **No make up lessons provided for the last week of term.**
 - 11: If a teacher is absent a substitute teacher will be provided for the lesson. If a substitute teacher is not available a make-up lesson will be provided.
 - 12: A minimum of **1 Week** notice is required when deciding not to return for the new music school term. Failure to notify us within this time period will require the next full-term payment to be made.
 - 13: Terms and conditions will continue to be valid from term to term also year to year unless stipulated by the signed Parent/Student within the 1 week notice period that you will not be returning for the next music school term.
 - 14: Parents/Guardians are fully responsible for escorting students to and from Park Sound Factory.
 - 15: All make-up lesson will be forfeited if cancelled prior to a make-up lesson.
- By signing this document, you are agreeing to the above terms & conditions and are liable to full payment if this agreement has not been fully adhered to. All outstanding accounts will be referred to our Credit Management Company, Marshall Freeman Collections and additional charges may be levied to your debt.

Print Name _____

Sign Here _____ Date _____