



## INDIVIDUAL MUSIC LESSONS – CONTRACT FOR REGISTRATION & PAYMENT

**Note: Kindly read the below carefully. Please sign and return the attached page with your application form.**

### REGISTRATION

- Registration takes place as soon as the application form has been received and processed.

In order for lessons to commence, a suitable lesson time has to be agreed upon by the student, the instrument teacher AND the teachers whose academic classes learners might miss due to music lessons.

- When an instrument is hired from the school, lessons will commence ONLY when the hiring contract and the deposit of **R800** have been received. The deposit will be billed to the student's school account and will be refunded once the instrument is returned in the same condition as it was received.

### FEES

- 2019 Lesson fees: **R885** per term, per instrument.
- Please note that lesson fees are invoiced and paid IN ADVANCE in the beginning of each term. If lessons are cancelled, a month's notice is applicable before lessons for the next term are invoiced. No lessons will be cancelled in the middle of a term. Please take note that all cancellations should be in writing and directed to your child's music teacher.

### BILLING OF CONSUMABLE GOODS

- Parents/guardians are responsible for the maintenance and wear and tear of an instrument and of replacing consumable goods such as strings for guitars and violins, rosin for violins, reeds for clarinets and saxophones.
- Teachers will have stock of all consumable goods and will replace as needed for students, after which a parent/guardian will be billed accordingly. Please purchase consumable goods ONLY through Lebone II College and not elsewhere as the quality of the goods have been carefully chosen by the teachers to last longer and Lebone II College can purchase goods at discounted prices.

### NON-PAYMENT

- When school fees are behind, or lessons are not being paid for, lessons will be halted until payment has been made. When proof of updated payments has been received by the finance department, lessons will commence again, but lost lessons won't be made up with the learner.

### ABSENCE AND CANCELLATION OF MUSIC LESSONS

- Should a student not be able to attend a lesson, the teacher should be notified in writing or telephonically.
- It is all learners' own responsibility to attend lessons. Even though teachers try their best to find students for lessons, it is often impossible for teachers to find learners on school grounds when they don't show up, especially in the afternoon.
- Lessons missed by students will be seen as PAID LESSONS and NO REFUND will be applicable in the case of absence by a student.
- If a student misses THREE lessons in a row without excuse, a letter of warning will be sent to the parents. If the student continues to miss lessons without a valid excuse, the learner will have cancelled his/her lessons automatically but will still be responsible for the full term's payment.
- Should the teacher not be able to attend the class, he/she will make a private arrangement with students to reschedule the lesson prior to absence if this is at all possible, unless absenteeism was due to illness, in which case students can still come to their rooms to practice.
- If a learner would like to cancel lessons, a FULL MONTH'S notice must be given in writing before the next term's lesson fees are invoiced and should that learner be hiring an instrument, the instrument must be returned on the last lesson.



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## CONTRACT FOR REGISTRATION & PAYMENT

**Note: Please return this signed page (Page 2) with your application form. Please keep the details of the contract (Page 1) for your own reference.**

I hereby accept ALL terms and conditions for taking lessons at Lebone II College of the Royal Bafokeng as explained above. I commit myself to keep to the lesson times, lesson fees and payment dates and will see to it that payment is done in advance per month as indicated on my school invoice.

SIGNED on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_