



Tel: +27 (12) 368 2454
551 January Masilela Drive
Waterkloof Glen, 0181
www.hatfieldartscentre.co.za
Email: hac@hatfield.co.za
Facebook: @HACMusicAcademy

REGISTRATION FORM 2019

Registration takes place in the beginning of each new school year. Students have to re-register at the beginning of each year for the **whole year**. Rosters are set up and timeslots allocated for the entire academic year of four terms. **Registration is per year, not per term**. Students are required to complete the academic year irrespective of their enrolment date. Late starters are welcome.

Student details (Complete ALL fields)

Name: _____ Surname: _____
Cellphone: _____ ID/Passport No: _____
Nationality: _____ Home Language: _____
Gender: Male: _____ Female: _____ D.O.B.: _____ Age: _____
Email address: _____
Physical address: _____

Postal address: _____

Any medical conditions we should be aware of: (e.g. epilepsy, ADHD) _____

Details of person responsible for account (Complete ALL fields)

Name and Surname: _____
Cellphone: _____ Nationality: _____
ID/Passport no: _____ D.O.B.: _____
Physical address: _____

Postal address: _____

Email address (Required): _____

Parent/Guardian details required for all learners under 18 yrs (in case of emergency)

Main contact person

Name and Surname: _____
Cellphone: _____
ID/Passport No: _____

Father / Mother / Guardian

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Secondary contact person

Name and Surname: _____
Cellphone: _____
ID/Passport No: _____

Father / Mother / Guardian

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Musical experience

Current practical musical experience

Beginner/Intermediate/Advanced (details): _____

Current theoretical musical experience

Beginner/Intermediate/Advanced (details): _____

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I want to register for the following instrument:

- | | | | | |
|--|--|---|--------------------------------------|--|
| <input type="checkbox"/> Keyboard | <input type="checkbox"/> Classical Piano | <input type="checkbox"/> Classical Guitar | <input type="checkbox"/> Bass Guitar | <input type="checkbox"/> Acoustic guitar |
| <input type="checkbox"/> Electric guitar | <input type="checkbox"/> Drums | <input type="checkbox"/> Vocals | <input type="checkbox"/> Violin | <input type="checkbox"/> Viola |
| <input type="checkbox"/> Cello | <input type="checkbox"/> Double Bass | <input type="checkbox"/> Saxophone | <input type="checkbox"/> Clarinet | <input type="checkbox"/> Trumpet |

☐ Other (please specify): _____

Student Conduct

Rosters and attendance

- Students will receive one lesson per week which will be either a:
 - 30 minute** class (if **2** students of the same level are put together)
 - 45 minute** class (if **3** students of the same level are put together), or
 - 1-hour** class (if **4** students of the same level are put together).
- Classical music** lessons offered from **Mondays to Wednesdays**.
- Contemporary music** (pop and rock) lessons offered from **Wednesdays to Saturdays**.
- Lesson fees are for the **time slot allocated** to the student – **not for** specific music lessons. If a student cannot attend his/her class for any reason, the teacher is **not** obligated to make up the missed lesson. If you know you **cannot make a class**, please contact the **Music Academy Administrator** office on **012 368 2454** not less than 24 hours beforehand so that we can inform the teacher. No refunds given for cancelled or missed classes.
- If a student is unable to attend lessons, due to work commitment, sickness, outreaches, exams etc., the parent/student/guardian remains liable for the full term fee. Billing is NOT per lesson attended, but per term invoiced. In extreme, extenuating circumstances, the academy's principal will review individual cases.
- Teachers, at their own discretion, may give one catch-up lesson per term. If this lesson is not used it may not be transferred to another term, but is forfeited.
- Under no circumstances are regular or catch-up lessons given at a student's private residence.
- Hatfield Arts Centre reserves the right to appoint **substitute teachers** if the regular class teacher is unavailable due to illness or prior work-related engagements. If a substitute teacher is unavailable, the usual teacher will re-schedule a new lesson. Teacher sick leave is two lessons per year.
- The minimum requirement for acceptance into Hatfield Arts Centre; the student should have his or her own instrument at home. Practice at home is an essential part of the course.
- Students should be prepared when coming to class, and should arrive before their lesson in order to start promptly.
- Parents (or friends) may only sit in on the **first lesson**. The only exception will be if the teacher requests the parent to observe a class. Extra people in the class can become a distraction to the students.
- If a student wishes to cancel lessons for an extended period, but wishes to reserve the timeslot, the parent/student/guardian remains liable for the fees to ensure the availability of the timeslot when the student returns.

Cancellation of music lessons

- Viewed in the light that a student entered into a **one-year contract** with HAC.
- If a student wishes to cancel lessons, a completed **cancellation form** should reach the principal of the Arts Centre before the current term **closes**. If the cancellation has been approved the cancellation will only take effect from the **END** of the **CURRENT** term.
- Should a parent/student/guardian fail to cancel as per the required time frame they will be held liable for the **current term's fees** as well as the **next term's fees**, whether they decide to attend the lessons or not.
- Cancellation forms are available from the Music Academy Reception.

Payment of Fees

- Lessons normally run in conjunction with academic school terms, with exceptions such as church conferences and public holidays. Please read the regular newsletters or visit our website for the term lesson dates.
- Lesson fees are payable termly in advance before the **second lesson** of each term, or a monthly minimum of **R350** for the period Feb - Nov 2019.
- Billing is per term although the registration is for a complete academic year. **The total fees for 2019 are R3500 per student per instrument taken.**
- Various payment methods are available to make music lessons more accessible and affordable to students. Options available: Debit Order/Cash/EFT/Credit Card.
- A standard MONTHLY, TERMLY or ANNUAL debit order is available. **Note:** A **NEW** debit order authorisation form is required each year. Contact htcdebtors@hatfield.co.za for an authorisation form or more details.
- Term fees are based on the number of lessons per term,
 - (i) First Term – R800 per instrument (8 lessons)
 - (ii) Second Term – R900 per instrument (9 lessons)
 - (iii) Third Term – R1000 per instrument (10 lessons)
 - (iv) Fourth Term – R800 per instrument (8 lessons)

Select your payment option:

- A. 10 x R350 /PM (Feb – Nov) – DEBIT ORDER ☐
- B. 10 x R350 /PM (Feb – Nov) – CASH/EFT ☐
- C. Termly payments, payable before **second lesson** – DEBIT ORDER ☐
- D. Termly payments, payable before **second lesson** – CASH/EFT PAYMENT/CREDIT CARD ☐

Credit card facilities available at the Next Generation Hub, First Floor, Hatfield Christian Church during office hours.

Payments to the following bank account:

Account holder:	Hatfield Training Centre
Account number:	011 988 193
Bank:	Standard Bank
Branch code:	011 545
Reference:	HMA (Student name and Surname)

Acceptance of student behaviour contract

I, _____ agree that I understand and accept the matters discussed in the student conduct contract. All personal information given is correct. I agree to support and meet all financial commitments and moral behaviour expectations discussed in this contract.

Would you like to receive our termly newsletter? ☐ Yes ☐ No

Would you like to receive marketing updates about concerts or other events? ☐ Yes ☐ No

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This contract is binding under the terms stipulated above from the _____ day of _____ 20____.

Student's signature: _____

Parent/Guardian's signature (required for students u/18): _____

Ensure the form is filled in completely, or it will delay the registration process.

*Return completed forms, **signed above, and initialled on every page**, to hac@hatfield.co.za*

Alternatively hand in forms to: Hatfield Christian Church Main Reception, or Hatfield Music Academy Reception