

Registration Form 2020

PLEASE TAKE NOTE: Due to the COVID-19 pandemic, we are currently offering lessons online only. Should it be deemed safe to re-open by HAC's Director/management, we will notify our students in a timely manner

Students will have the option to return to campus or continue online. Please indicate your preferred choice:

- Online only* Online/On-campus (online until re-opening, on-campus thereafter)
 On-campus only (will be placed on waiting list until re-opening)

Please ensure the form and contract is filled in completely, or it will delay the registration process.
Return completed forms and contracts, **signed and initialled on every page**, to hac@hatfield.co.za.

***ONLINE LESSONS PAYABLE TERMLY IN ADVANCE ONLY!**

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

Father / Mother / Guardian

Name and Surname: _____

Cellphone: _____

ID/Passport No: _____

Secondary contact person

Father / Mother / Guardian

Name and Surname: _____

Cellphone: _____

ID/Passport No: _____

Musical Experience**Current practical musical experience**

Beginner/Intermediate/Advanced (details): _____

Current theoretical musical experience

Beginner/Intermediate/Advanced (details): _____

I want to register for the following instrument:

- Contemp/pop/jazz Keyboard Classical Piano Classical Guitar Bass Guitar
 Acoustic guitar Electric guitar Drums Vocals Violin
 Viola Saxophone Clarinet
 Other (please specify): _____

Media Release

- I understand that as part of communications activity, Hatfield Arts Centre uses photography and videography for publicity purposes.
- I give permission for photographs and videos of myself/my child to be taken by the assigned HAC photographer. This includes images taken on the premises of Music Academy/Hatfield Christian Church and at Hatfield Arts Centre events.
- These photos/videos may be published as publicity or learning material on the Hatfield Arts Centre website and social media platforms.
- The photos/videos will remain the property of Hatfield Arts Centre, strictly for the use of above mentioned purposes.

I give consent to the above conditions: Yes No

Signed on the _____ day of _____ 20____.

Student's signature: _____

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

Video Audition Release:

For our Mid-Year and End-Year Concerts, we have a video audition process, of which the teacher will film the student playing their selected piece on our Music Academy premises. The concert facilitator will then review the videos in preparation for said concerts. We keep these videos strictly between the teacher and facilitator. They are deleted once no longer needed.

I give consent to the above conditions: Yes No

Signed on the _____ day of _____ 20____.

Student's signature: _____

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

Music Academy Contract 2020

Lesson Information:

We believe in the power of journeying *together* in music. At Music Academy, that journey comes in the form of group lessons, where students grow alongside one another.

- 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).
- 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 (applicable to on campus classes only).
- Private lessons are offered upon **special request only** and must be approved by the Hatfield Arts Centre Director.

Student Conduct:

- The minimum requirement for acceptance into Hatfield Arts Centre: student should have his or her own instrument at home. Practicing 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.

Absence and Catch-ups:

- Lesson fees are for the time slot allocated to the student – not for specific music lessons. Lessons **NOT ATTENDED** will be **FORFEITED**. If you know you **cannot make a class**, please be courteous and contact your teacher ahead of time.
- 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.
- If absent for more than 2 weeks without **any** communication to your teacher, your space will not be kept, and the parent/student/guardian remains liable for the full-term fee.
- Billing is NOT per lesson attended, but per term invoiced.
- 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.

Cancellation Policy

- 1) Viewed in the light that a student entered into a **one-year contract** with HAC. If a student wishes to cancel lessons, a **WRITTEN NOTICE / CANCELLATION FORM** must be sent to the Music Academy Coordinator **before the end of the current term**.
 - a) No verbal, SMS, WhatsApp or telephone messages will be accepted as cancellation.
 - b) Only once the written notice / cancellation form is received, will the cancellation come into effect at the end of that school term.
 - c) Should a parent/student/guardian fail to cancel as per above (1) they will be held liable for the full-term fees, whether they decide to attend the lessons or not.
 - d) **Cancellation forms** are available from the Music Academy Reception or can be requested via email at hac@hatfield.co.za.
 - e) Hatfield Arts Centre reserves the right to hand over, for debt collection, all outstanding accounts. You will be liable for all additional Debt Collectors fees and interest.

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
- Where the account is in arrears, lessons will be suspended until the account is brought up to date. You remain liable for all fees for the duration of suspension. Please keep your account up to date at all times.
- 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.
- Fees are as follows;
 - (i) Annual Admin fee- R150, once off due by first lesson
 - (ii) First Term – R900 per instrument
 - (iii) Second Term – R800 per instrument
 - (iv) Third Term – R900 per instrument
 - (v) Fourth Term – R800 per instrument

The total fees for 2020 are R3400 PLUS R150 annual admin fee.

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Select your payment option:

- A. 10 x R340 /PM (Feb – Nov) – DEBIT ORDER
- B. 10 x R340 /PM (Feb – Nov) – CASH/EFT/Credit Card
- 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 Music Academy 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

How did you hear about us? _____

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): _____