



## Private and Special Needs Lessons Application and Re-Enrolment Form

Private and Special Needs Lessons

Term

/ 20 \_\_\_\_

STUDENT NAME:					DATE OF BIRTH:			AGE: Years/Months			
CONTACT NAME:					HOME:			MOBILE:			
15 min (\$47.50)		30 Min (\$68.00)		15 Min Special Needs (\$26.00)			30 Min Special Needs (\$43.50)				
Preferred Days:	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
Circle am or pm	am	pm	am	pm	am	pm	am	pm	am	pm	am only
Whole Term					# Lessons (Minimum of 3)						
Payment Options: Please tick below which payment option you would prefer											
Weekly:		Upfront <small>(full amount owing for term)</small>				Invoiced <small>(Invoicing details)</small>					
Special Requests:											
If selecting Special Needs, please provide brief details to allow us to best serve your requirements.											

### TERMS AND CONDITIONS (Effective July 2013)

- PAYMENT:** Once a class has been accepted, booked and invoiced, payment for the set of lessons may be made upfront or paid in instalments as arranged with the Private Lesson Co-ordinator.
- ABSENCES:** Absence with less than 24 hours notice will result in the lesson being charged for, except for special circumstances as decided by the supervisor. The Instructor is solely employed for a one-on-one lesson. If a lesson is unattended with adequate notice there will be no charge and a credit arranged if upfront payment has been made.
- PROMPTNESS:** Lessons start promptly at the time arranged. It is imperative to start promptly as teachers have other lessons. If the student is late we cannot guarantee that the student will receive the full allocated time.
- CANCELLATION:** A cancellation form must be completed and signed. An Administration Fee of \$25.00 will be charged along with any unattended lessons before the form has been completed.
- SPECIAL NEEDS:** To be classified as a 'Special Needs' student documentation is required about the student's condition, any medical background and specific behaviours that we need to be aware of.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

