



Enrolment Form

*** Please write in block letters, clearly and legibly.**

Are you a <input type="checkbox"/> new student, <input type="checkbox"/> ex-student, <input type="checkbox"/> existing student?			
Do you have a sibling studying at our conservatory? <input type="checkbox"/> no <input type="checkbox"/> yes Sibling's Name: _____			
Name of Student (<i>underline surname / last name</i>):		Birth Cert No. / I.C. No. / Passport No. :	
Parent / Guardian's Name:		I.C. No. / Passport No.	
Student's Date of Birth:	Age:	Sex: M / F	Nationality:
Residential Address :			Postal Code:
Mailing Address (<i>if different from residential</i>):			
Tel (res):	Tel (office):	Tel (hp):	
<h3>KEEPING YOU IN TOUCH</h3> <p>Mandeville would like to keep you updated on our latest activities, such as promotional and upcoming events & other official notifications.</p> <p>Please fill in your email address: _____</p>			
FOR OFFICIAL USE			
Course:	Teacher:	Type: Individual / Group <input type="checkbox"/> 3+ 1 <input type="checkbox"/> 4 individual	
Start Date / Day / Time / Studio:			Registration Fee: \$
<input type="checkbox"/> Indication on Schedule <input type="checkbox"/> New System Enrolment <input type="checkbox"/> Student Portal			

Witness:

Mandeville Conservatory Of Music

Signature of Parent / Student and Date

Terms and Conditions (effect from 7th Jun 2016)

1. All course fees are to be paid by the first week of the month. A penalty charge of \$5 will be levied after the 15th of the month. No reminder letters or invoices will be given. The Conservatory reserves the right to suspend or terminate the students' lessons until all outstanding fees are paid.
2. New students upon enrolment pay a non-refundable registration fee of \$76.50/- as well as a one-month advance fee.
3. Fees are payable throughout the year, inclusive of dates when the Conservatory is closed ("Mandeville Holidays") and public holidays. Students are advised to commit the time allocated for lessons as the teachers have packed schedules. We understand that there may be, in the rare occasions, the need to change the time slots due to unforeseen circumstances. Such requests can be made known to the teacher and is subject to the teacher's and studio's time availability. If the instructor is absent, the instructor will arrange for the replacement of lessons. Alternatively, the Conservatory will arrange for a relief instructor to take over the class.
4. **To terminate lessons, one month (4 weeks) advanced written notice must be given failing which the advance fee will not be refunded.** Upon notification of termination, the remaining 4 weeks of lessons will be made good subject to the instructor and the Conservatory's availability. All lessons are to be taken within the period of 4 consecutive weeks from the date that the Conservatory receives the notice of termination. No additional replacement lesson will be made if a lesson falls on a public holiday or a Mandeville Holiday.
5. Students who absent themselves for any length of time must continue to pay fees. Otherwise, the Conservatory reserves to right to terminate the student if he/she fails to pay within a month from the time when fees are due.
6. Students may be considered dismissed if they miss lessons for more than 3 times without giving prior written notice. No refund will be given.
7. **For special courses such as Pre-Schooler Music Exploration Course, Baby Violin, Baby Music and other short-term courses, fees are to be paid by the term. There will be no refund of course fees should the student choose to withdraw from the class.**
8. Students are required to follow the course curriculum stipulated by the Conservatory. Details of the course curriculum are indicated in the various course brochures which can be obtained at the Conservatory's front counter. More information about the Conservatory and its curriculum can also be found on its website. For further clarification, students and parents should check with the administration of the Conservatory.
9. **The Conservatory is closed during Mandeville Holidays, public holidays (including but not limited to unanticipated holidays such as polling day and other government declared holidays) and on the day of the Conservatory's annual concert. For the avoidance of doubt, the Conservatory will be closed on days where there is a fire evacuation exercise and/or when unforeseen circumstances (such as the occurrence of a viral outbreak within the Conservatory) require the closure of the Conservatory.** There will be a total of 45 lessons a year except when lessons fall on those days when the Conservatory is closed. There will be no replacements for lessons which fall on the days when the Conservatory is closed. A copy of the Conservatory calendar can be obtained at the front counter or from its website.
10. The Conservatory reserves the right to transfer students from one class to another, from one instructor to another and to remove classes when necessary.
11. The Conservatory reserves the right to take pictures of the students for publicity and promotional purposes. Permission will not be sought from the individuals concerned.
12. The Conservatory shall not be liable for any loss of property or personal injuries suffered during classes conducted by the Conservatory or within its premises.
13. It is the responsibility of the parents to ensure their children's security. Therefore, parents are advised to accompany their children during classes or send and pick them up on time.
14. The Conservatory reserves all rights to amend its schedule of fees as and when the need arises.
15. The Conservatory reserves the right to include, delete or change any of the above terms and conditions without prior notice.

I wish to enrol as a student for the course as stated herein at Mandeville Conservatory of Music.

I have read and understood Mandeville Conservatory of Music's Terms and Conditions as stated herewith, and hereby agree to abide by them as a condition of my enrolment at this Conservatory.

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Mandeville Conservatory of Music

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