

HMS Havering *Music* School

Music Tuition Application Form

We require a completed hard copy application form for lessons. This form cannot be emailed to us.

The majority of our adult lessons currently take place online but can be either online via zoom, or in person at our Music centre, depending on teacher availability. The lesson will take place at a mutually convenient time organised between yourself and your teacher.

Please note the following:

- We do require a hard copy of the application form as the bank necessitate an original signature when it comes to setting up the direct debit.
 - Once we have your completed application, we will email you to acknowledge receipt.
- Returning the application is not a commitment to lessons; we would write to you with a lesson offer as soon as a space is available.
 - Please be assured we will set up the lessons as soon as we can.
- The total annual cost of the lessons has been divided into 12 equal payments. These direct debit payments will be continuous throughout the year and will be taken on the 24th of every month.

Lessons are term time only.

SILVER

£44.10 per month
15 minute individual lesson

GOLD

£74.30 per month
30 minute individual lesson

How to apply...

Havering Music School – Adult instrumental tuition request

Please complete USING BLACK INK AND BLOCK CAPITALS.

Your details:

Name: Date of Birth: / / M/F

Please tick if you have a child already receiving tuition with Havering Music School

1st choice instrument:

Current Level: BEGINNER GRADE

Please indicate which package you would like:

SILVER

£44.10 per month

GOLD

£74.30 per month

Single Ensemble Membership

£17.10 per month

Your contact details:

Mr/Mrs/Ms/Dr:

Name:

Telephone:

Email:

Address:

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Postcode:

Please send the completed form to: Havering Music School, The Walk, Hornchurch, RM11 3TL

The Council holds personal information about its customers and clients and Havering's residents. All the information about you that we hold is protected under the Data Protection Act 1998. The Act refers to users of personal information as "Data Controllers" (such as the Council) who must work within the requirements of the Act when receiving and using information about you.

Direct Debit Instruction

Please find below an instruction to request payment by Direct Debits.

The total amount of your instrumental lessons will be collected monthly. Please complete the form fully and return it to us by detaching this form, folding and sealing it, and posting back to us.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the London Borough of Havering will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request the London Borough of Havering to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the London Borough of Havering or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Bank Society.
- If you receive a refund you are not entitled to, you must pay it back when The London Borough of Havering asks you to.
- You can cancel your Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be requested. Please also notify us.

Instruction to your Bank or Building Society to pay direct debits

Please pay the London Borough of Havering Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that the instruction may remain with the London Borough of Havering and, if so, details will be passed electronically to my Bank/Building Society.



Full postal address of your Bank/Building Society

To: The Manager

Address

Postcode

Name(s) of the Account Holder(s)

Account Number

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Branch Sort Code

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Originator's Identification Number

9	5	4	2	7	8
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Originator's Account Number

Signature(s)

This section is not part of the instruction to your Bank/Building Society. **LBH use only**

Customer name

Address

Date

Actioned by

FWD to Bank