

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.

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 a space is available.

Please be assured we will set up the lessons for your child as soon as we can.

Please state either the name of your child's school or Havering Music School when noting where you would like the lessons to take place.

The total annual cost of the lessons has been divided into 12 equal payments. These direct debit payments will be continuous throughout the year.

School based lessons:

We do offer lots of different instrumental lessons in lots of the borough schools, however, not all schools offer all instruments. If you apply for an instrument that is not currently taught at your child's school, we will be in touch to advise.

We offer the following packages for lessons taking place in schools

Bronze Package £34.98 per month

- 20 minutes with two students, weekly, during term time
- Access to 1 hour ensemble/theory

Silver Package £58.01 per month

- A 15 minute individual lesson, weekly, during term time
- Access to 1.5 hours ensemble/theory
- Access to one week of summer school

Gold Package £92.77 per month

- A 30 minute individual lesson, weekly, during term time
- Unlimited access to all suitable ensemble/theory
- Access to one week of summer school

Music Centre lessons:

Saturday (available to students nursery age – year 13). SMC runs between 8.25am and 12.35pm.

Tuesday (available to students year 3 – year 13, some availability for reception – year 2): Sessions run between 4.30 and 6.30pm. We have limited instrumental lessons available.

Wednesday (availability to students year 3 – year 13): WMC runs between 4.30 and 8.00pm. The pupil's lesson will be scheduled at any time during these hours, according to lesson availability.

We would put a timetable together to include theory and ensemble activities (appropriate to their level). Lessons are available on the Silver and Gold packages at our centres.

Please note; we do not offer the bronze package at our centres due to timetabling restrictions.

BRONZE

£34.98 per month

SILVER

£58.01 per month

GOLD

£92.77 per month

How to apply...

Having Music School – Instrumental tuition request

Please complete one form per child, USING BLACK INK AND BLOCK CAPITALS.

Your child's details:

Pupil First Name:Pupil Surname:

Date of Birth: Gender (please circle): M F Non-binary

Name of child's school:School Year

Please decide which instrument(s) your child would like to learn, then enter the name(s) of the instrument(s) below

1st choice instrument

2nd choice instrument (optional)

3rd choice instrument (optional)

Current Level: BEGINNER GRADE

Lesson Location

I wish to apply for lessons based at my child's school

I wish to apply for lessons based at the Weekday or Saturday Music Centre

If you have a preference on day, please state either Tuesday, Wednesday or Saturday here:

I wish to apply for either school or centre based lessons, wherever a space becomes available first

*Bronze package not available at the centre

Now please decide which package you would like for your child -

BRONZE

£34.98 per month

Not available at Centre

SILVER

£58.01 per month

GOLD

£92.77 per month

Single ensemble
£17.10 per month

Unlimited ensemble
£31.50 per month

Your contact details:

Mr/Mrs/Ms/Dr:

Name:

Telephone:

Email:

Address:

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Postcode:

Please send the completed form to: Having 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.....

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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