Official Use Only	
Account Number	
QB	
XL	
Initials	
Date	

Bermuda School of Music
Charity # 483
Music Excellence for All

STUDENT CONTRACT FORM

STUDENT		**DOB**		**SCHOOL**	
ADULT		**GENDER**		**CONTRACT DATE**	
STUDENT NAME					
HOME ADDRESS					
PARISH				**POST CODE**	
HOME TEL				**HOME EMAIL**	
MOTHER NAME				**WORK EMAIL**	
MOTHER CELL				**WORK TEL**	
FATHER NAME				**WORK EMAIL**	
FATHER CELL				**WORK TEL**	
CREDIT CARD #				**EXPIRY DATE**	
NAME ON CARD				**SECURITY #**	
PROGRESS REPORTS	**Please select: ANNUAL / SEMI-ANNUAL / NOT REQUIRED**			**PERMISSION TO USE LIKENESS IN PROMOTIONAL MATERIALS**	**YES / NO**
AUTHORIZED SIGNATURE					

TEACHER				**INSTRUMENT**	
START DATE				**TERM**	
TERM FEE		**PRO-RATED FEE**		**CLASS DURATION**	
TRANSFER / TERMINATION					
ADMINISTRATION				**DATE**	

CONTRACT NOTE

PRIOR TO FIRST LESSON

Contracts must be completed in full, signed and dated on both front and back.

Payment to be made prior to commencement of lessons.

All accounts must be guaranteed by credit or debit card.

Suite 436, 11 Bermudiana Road, Pembroke, HM 08 Bermuda
Telephone: 441-296-5100 ♪ E-mail: info@musicschool.bm
Website: www.musicschool.bm

BERMUDA SCHOOL OF MUSIC (CHARITY 438)
FINANCIAL CONTRACT

LESSONS

There are thirty-six (36) weeks in the academic year. The academic year is made up of three (3) Terms, varying from ten (10) to thirteen (13) weeks. Term dates are announced in Term 3 of the current academic year for the upcoming academic year. Every effort is made to schedule lessons at a mutually convenient time for Student and Faculty.

Lessons missed by the Student **will not** be rescheduled or refunded. Late lesson arrival does not entitle the Student to additional time beyond the scheduled time slot. Termination of lessons requires written notification of no less than six (6) weeks. All enquires related to music instruction are to be first discussed with the student's current teacher and secondly the Executive Director. Failure to follow this procedure may result in our inability to accommodate your request.

Lessons missed / cancelled due to illness by the Faculty member will be rescheduled. In the event that rescheduling is not possible by the Faculty member, a credit will be issued to the Student's account.

Public Holidays will not be made up, nor will a credit be given.

Lessons missed due to Hurricane days, Acts of Nature or other such instances beyond the control of the Bermuda School of Music, will not be rescheduled or issued credits.

Please inform your teacher or the Executive Director of any special needs or medical conditions.

PLEASE NOTE: Bermuda School of Music only has a Half Term break in Term 1 of each academic year.

FEES

Term Fees are due by the first lesson of each term. Fees paid by the due date will reserve a place for the succeeding term. Termination of lessons requires written notification of no less than six (6) weeks. Fees for the notice period are payable, whether or not lessons are received.

INVOICE DATES

Individual / Group Lessons – August 3rd / December 3rd / March 3rd

PAYMENTS

Bank of Butterfield as a Bill Payee or HSBC - Bermuda as a Direct Deposit; Debit & Credit Cards (Master or Visa) are accepted in person or over the phone; Cash must be accompanied by a payment slip and left in the drop box. *At no time should cash be handled by Faculty.* **The Bermuda School of Music does not accept cheques.**

All lessons must be guaranteed by Debit or Credit Card. Term fees not paid by the first lesson of each term will be charged to the credit card of record and/or subject to a finance charge of 2% per month. In addition, Students will not be eligible to commence lessons until such time as the fees have been brought up to date, unless other arrangements have been made with the Business Manager. Over payments on the account will be applied to the following term's fee.

The Bermuda School of Music is a member of the Bermuda Credit Association. All agency, legal and/or credit charges incurred in the collection of the account will be billed to the account.

I/We_____ agree to the terms and conditions set out above.

Authorized Signature_____ Date_____

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