



Thank you for expressing interest music lessons at Melodia Manor. The rates for 2024 are R400 per hour, or R200 per half hour. The amount of lessons that remain for the year will be communicated to you when the lessons commence depending on the day you choose and the amount of days available in the public school year. The total fee for the yearly lessons will be divided equally over 12 months. If you decide to cancel lessons before the end of the year the amount of lessons will be recalculated and the invoice readjusted.

Please note that these rates do not include books, eisteddfod fees, extra masterclass fees, or exam fees.

**Missed lessons will be forfeited, unless the lessons were cancelled by the educator.** However I understand that sometimes emergencies arise, and if you would like to make up the lessons I will do my best to accommodate you with a make-up lesson. However I cannot reschedule make-up lessons that are missed, or move any lesson with less than 2 hours notice. You are of course welcome to talk to me about new lesson times if your slot no longer suits you, at any time.

Please fill in the form below, attach your ID document, (we need it for exam and eisteddfod entries) and I will contact you as soon as possible to book your timeslot.

### Details of adult student

<b>Full names</b>	
<b>ID number/Passport number (if not a SA citizen)</b>	
<b>Street Address</b>	
<b>Postal Address</b>	
<b>Home phone number</b>	
<b>Work phone number</b>	
<b>Cell phone number</b>	
<b>Email address</b>	

<p><b>Any medical conditions or other circumstances the educator should know about</b></p>	
<p><b>Have you ever had piano/music lessons? Please describe how long ago, level, instrument, any exams passed, music theory etc.</b></p>	
<p><b>Do you have access to a piano to practice at home?</b></p>	
<p><b>If not, do you have access to a keyboard to practice at home?</b></p>	
<p><b>Would you prefer morning or afternoon lessons? Please circle or highlight</b></p>	<p><b>Only mornings                      Preferably mornings</b></p> <p><b>Only afternoons                      Preferably afternoons</b></p> <p><b>Any</b></p>

**\*Please read the terms and conditions**

1. You are enrolled for piano lessons from the time we receive this form until December 2024.
2. Should you decide not to attend classes any more, you should give one month's notice. If no notice is given you will be held liable for the full month's fees.
3. Yearly registration fee of R120 is payable with enrolment to book your place. This fee includes a homework book, and a gift at the end of the year.
4. Proof of payments must be mailed to [invoices@melodiamanor.co.za](mailto:invoices@melodiamanor.co.za)
5. Monthly fees calculated based on the specified amount of lessons, that will be given throughout the year. The educator is responsible to make up any lessons that were cancelled by the educator, or to deduct the amount from the monthly fee if the specified amount of lessons were not given throughout the year.
6. Monthly fees must be paid before and not later than the 7th of each month.
7. Use your name and surname as reference.
8. By signing this document you give Melodia Manor permission to process your information for the sole purposes of communication. If your information is needed for external exams/eisteddfods/events your consent will be asked again before the information is released to the external party.
9. I hereby release Melodia Manor, employees and piano or theory educators from all liability for injuries sustained or illnesses contracted while attending or participating in any classes.
10. I agree to indemnify, defend, and hold harmless Melodia Manor, employees and instrumental or theory educators for liabilities, costs and judgments arising from acts of omissions committed by me or my child which result in injury or damage to any person or property.
11. The instrumental or theory educators will not be responsible for making up any lessons that were missed by the student.
12. All book fees, exam fees, eisteddfod fees, masterclass fees or any other extra participating fees must be paid promptly during the time specified by the educator.
13. All adult students who do not use their own transport **must** be collected at the end of their lesson. A fee of R250 per extra 15 minutes will be charged if this rule is not adhered to.

Please sign that you have read and agree to the Terms and Conditions

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Date

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Signature