



THE MUSIC LEARNING CENTRE

For Serious Fun

THE ENROLMENT PROCESS

Please complete all relevant forms and send (unstapled please) to:

The Music Learning Centre
9 Fitzwilliam Terrace
Redwood, Tawa
Wellington 5028

Completed enrolments will be processed promptly in the order that they are received. You will be informed of your enrolment status no later than three days prior to the start of the Music Learning Centre teaching term. Students who cannot immediately be accepted due to limited availability will be placed on a waiting list in order according to their enrolment date.

Enrolment Checklist

Enrolment forms may be downloaded from the Music Learning Centre website (www.musiclearning.co.nz/enrol.htm). Alternatively, email info@musiclearning.co.nz and ask us to post or email the relevant forms to you. New applicants should complete all the following forms:

1. Student Details
2. Contact Details
3. Tuition Preferences
4. Terms and Conditions (signed and dated)

Notes on Enrolment Forms

1. A separate Student Details sheet should be completed for each student.
2. Adequate contact details must be provided for all students. Note that the Music Learning Centre will correspond primarily with the 'preferred' contact, unless otherwise advised. Invoices will also be addressed to the 'preferred' contact, unless alternative arrangements have been made. Emergency contact details are mandatory for students under 18 years of age.
3. A full description of all Music Learning Centre courses may be obtained from the Music Learning Centre website (www.musiclearning.co.nz/courses.htm).
4. To assist us in scheduling tuition to accommodate as many students as possible, please be sure to SHADE ALL lesson/class times that would be possible on the Tuition Preferences sheet. Mark PREFERRED time(s) with a 'P'. Note that although we try our utmost to please everyone, we cannot *guarantee* tuition at your suggested times.
5. Lesson times are scheduled in the 10 day period prior to the beginning of term. Those students who have paid their term fees in full at least 10 days before the start of term will have their tuition preferences accommodated ahead of those who choose to pay term fees later.
6. It is important that all applicants study the Terms and Conditions carefully. One signed and dated form should be included with the application; the other should be retained by the applicant. Terms and Conditions must be signed by a *parent* or *legal guardian* of any student under 18 years of age. Any queries relating to the Terms or Conditions should be directed to Elizabeth or Craig on 04 232-1231 or 027 630-7435.