

# Registration Form



**Phoebe Sinclair**  
Vocal Tuition

## Parent/Guardian Contact Details

Name .....

Address .....

..... Post Code .....

Mobile .....

Email .....

## Student Details

Name .....

Date of Birth ..... (dd/mm/yyyy) Year ..... Class .....

Mobile ..... Email .....

Musical Background (learning history, exams, competitions, second instrument etc.)

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Are there any medical conditions that the teacher should be aware of? .....

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## Lesson Plan & Fees

(fees are invoiced and payable one term in advance)

- Weekly individual tuition ½ hour \$25 per lesson
- Weekly small group tuition (2 -3 students per group), ½ hour lesson, \$12.50 per person, per week

What would be your most desirable outcome from these lessons? .....

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# Terms and conditions

**This agreement is made between the parent or guardian of the student registering for lessons with Phoebe Sinclair and Phoebe Sinclair herself.**

I understand that lessons occur during school hours and I give permission for my child to be absent from his/her normal class while they partake in Phoebe Sinclair tuition. Lessons will occur on the same day each week on a rotating timetable basis, and my child will be partially absent from a different class each week.

I understand that tuition fee is payable in advance and invoiced every term, and that the full payment must be received by the due date indicated on invoice for the lessons to continue. I understand that all fees paid to Phoebe Sinclair are non-refundable.

I understand that the cost of any resources (e.g. books and materials), entry fees (e.g. examination/competition) and concert fees etc., and any extra lessons that occur outside the normal scheduled lesson is in addition to the cost of tuition. I understand I will be consulted of any such costs in advance, and that these costs may be invoiced separately from the tuition fees.

I understand that if my child will be absent from the scheduled lesson for any reason, I must inform Phoebe Sinclair as early as possible in advance. Phoebe Sinclair will endeavour to arrange a make-up lesson before the end of term. Phoebe Sinclair cannot guarantee that make-up lessons will always be granted in this circumstance due to time restrictions and other factors.

I understand that if I do not inform Phoebe Sinclair in advance of an absence, I will forfeit that lesson and no make-up lesson will be arranged.

I understand that in the instance where the teacher will be absent, Phoebe Sinclair will endeavour to arrange a relieving teacher. If Phoebe Sinclair is unable to make such arrangement, I will be notified and Phoebe Sinclair will arrange a make-up lesson before the end of term.

I understand that in the event the scheduled lessons falls on a public holiday or a teachers only day, Phoebe Sinclair will arrange a make-up lesson before the end of term.

I understand that tuition prices, teachers and the terms and conditions are subject to change.

**I have read and accept the terms and conditions of Phoebe Sinclair Vocal Tuition**

Signed ..... Date ..... (dd/mm/yyyy)

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## What to do now

**Please send this form back to Ms Mardi Mansfield, Head of Department - The Arts. Phoebe will collect it and contact you to arrange invoicing. To ensure lessons start as scheduled, please pay the invoice by the due date.**

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If you have any further enquiries please refer to the contact details below.

**Phoebe Sinclair**  
**Tel** 0420665966  
**Email** phoebesinclairmusic@gmail.com