



METHODIST SCHOOL OF MUSIC

REGISTRATION FORM

1. CHOICE OF INSTRUMENT(S) OR COURSE(S)

Please register me for (tick appropriate box)

- | | | | | | |
|--------------------------------|--|---------------------------------|---------------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Piano | <input type="checkbox"/> Classical Organ | <input type="checkbox"/> Violin | <input type="checkbox"/> Twinkle Tots | <input type="checkbox"/> Flute | <input type="checkbox"/> Drum |
| <input type="checkbox"/> Vocal | <input type="checkbox"/> Music Theory | <input type="checkbox"/> Viola | <input type="checkbox"/> Seraphim | <input type="checkbox"/> Harp | <input type="checkbox"/> Guitar |

(Please tick and circle)

- | | | |
|---|---|---------------------|
| <input type="checkbox"/> Music Technology: | Appreciating Music with IT / Music Notation | GRADE: _____ |
| <input type="checkbox"/> Group Lessons: | Piano / Violin / Flute / Harp / Drum | LEVEL: _____ |
| <input type="checkbox"/> OTHERS: | _____ | |

2. STUDENT'S PARTICULARS (PLEASE WRITE IN BLOCK LETTERS)

NAME OF APPLICANT (Rev./ Dr / Mr / Mrs / Miss) : _____ GENDER: F / M
(SURNAME)

ADDRESS: _____
(POSTAL CODE) _____

CONTACT: 6- _____ (H) 6- _____ (O) _____ (H/P)

EMAIL: _____ NATIONALITY: _____ RACE: _____

NRIC/ PASSPORT # : _____ DATE OF BIRTH: _____ AGE: _____ OCCUPATION: _____

CHURCH ATTEND (IF ANY) : _____ HIGHEST EDUCATION PASSED: _____

MUSIC BACKGROUND (IF ANY): _____
State briefly any **musical training** (instrument played, level achieved) or **performance** (include school/ church choir/ band)

3. STUDENTS UNDER SIXTEEN NEED TO PROVIDE THE INFORMATION BELOW (PLEASE WRITE IN BLOCK LETTERS)

PARENT/ GUARDIAN: (Rev./ Dr / Mr / Mrs / Miss) _____
(SURNAME)

OCCUPATION: _____ CONTACT : 6- _____ (H) 6- _____ (O) _____ (HP)

4. SURVEY : I heard about MSM through _____
(e.g. friend/s, church notice board/ announcement/ brochure/ website, newspaper, etc.)

FOR OFFICE USE

STUDENT REGISTRATION NO. : _____ TEACHER: _____ COMMENCEMENT DATE: _____

DAY: _____ TIME: _____ REGISTRATION FEE : YES / NO COURSE FEE / TERM : _____

LESSONS: _____ X AMOUNT RECEIVED : _____ CASH / CHEQUE _____

DATE RECEIVED _____ RECEIPT NO.: _____ RECEIVED BY: _____



METHODIST SCHOOL OF MUSIC

496 Upper Bukit Timah Road #03-20, John Wesley Centre, Singapore 678099

Tel: (65) 6 767 5258

Fax (65) 6 767 4082

RULES AND REGULATIONS

FEES

1. All fees paid are subject to 7% GST and are non-refundable.
2. **Tuition fees must be paid by the 10th day of a new term** (*No invoice will be given for fees due and No refund of fees paid*). The Methodist School of Music (MSM) reserves the right to prevent students from attending classes if tuition fees are not paid by then.
3. **An administrative fee of \$10.00 will be charged** (and subsequently \$5.00 for each week) for each late payment.
4. Fees are subject to revision without prior notice.
5. Fees are payable on a term basis. A written notice must be given to MSM **at least ONE MONTH** before the term ends (i.e. before the first day of the last month of the term) should the student desire to terminate lessons. Failure to do so will render the student liable for the payment of one-third term fee.
6. Students will be charged the required registration fee of \$26 if they desire to resume lessons after a month has passed.
7. Students may suspend lessons for up to 3 months on the condition that they pay the fees for the respective month/s to secure the vacancy and time slot.

LESSONS

8. MSM reserves the right to transfer, combine or dissolve a class.
9. Students are expected to arrive punctually for lessons.
10. **No replacement lessons** will be given should the student miss any lessons for whatever reasons given.
11. Teachers will replace lessons that are cancelled by them.
12. Strictly no food and drinks are allowed in the Studios / Rooms.

MUSIC EXAMINATIONS

13. MSM reserves the right to refuse students to register for any examinations if the teacher assesses them to be insufficiently prepared for the examination.

COMMUNICATION

14. Students/Parents are required to inform MSM of changes in their particulars (e.g. contact #, address)
15. Please inform the office of any unhappiness or complaints with regards to the music teacher or the School.
16. Please refer to the MSM NOTICE BOARD for any news or upcoming events.
17. Please refer to the MSM Calendar for term holidays and events.
18. The Applicant shall not conduct business in other activities such as selling insurance, household products, books, private teaching service, etc. on MSM premises.
19. The Applicant shall not trespass into areas reserved for Staff (e.g. Administration Counter, Faculty Lounge) without permission.
20. The Applicant shall not enter any Studio without prior arrangement with Teaching/ Administrative Staff.

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Without prejudice to other rights, the MSM may waive any of the Rules and Regulations as and when appropriate. MSM also reserves the right to add, amend, cancel or suspend any of such Rules and Regulations.

Any changes made will be posted on MSM Notice Board. It is your responsibility to read them.

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I certify that the details in this registration form are true and correct and that I have read and accepted the rules and regulations stated. I also understand that the above rules are subject to revision and it is my responsibility to read the MSM Notice Board for updated information.

Applicant's Signature/ Date

(Applicant's Copy)

Full name in BLOCK LETTERS