

**STUDENT / PARENT / GUARDIAN FINANCIAL CONTRACT**  
**INDIVIDUAL LESSON ENROLLMENT**

**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.

Lessons missed / cancelled by the Faculty member will be rescheduled. In the event that rescheduling is not possible by the Faculty member, a credit will only be issued to the Student's account. If a Faculty member is absent due to extended illness or extenuating circumstances, for a period of more than two (2) consecutive weekly lessons, the Student will be provided with a substitute Faculty member or lessons will be credited to the Student's account.

Public Holidays will not be made up. A credit request may be submitted in writing within two (2) weeks of the Public Holiday.

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

**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. Fees paid by August 1 (Term 1), December 1 (Term 2) and March 1 (Term 3) will be eligible for a credit of one (1) term's fee, to be determined by random draw.

Payment may be received by any of the following: On line with the Bank of Butterfield or Bank of Bermuda; Credit Cards are accepted in person or over the phone; Cheques should be made payable to Bermuda School of Music and can be given to the office staff or left in the drop box; Cash must be accompanied by a payment slip and left in the drop box. *At no time should cash be handled by Faculty.*

**All lessons must be guaranteed by 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 Accounts Manager and/or the General Manager. Over payments on the account will be applied to the following term's fees.

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.

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.

I/We \_\_\_\_\_ agree to the terms and conditions set out above.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only	
Account Number	
QB	
XL	
Initials	
Date	



## STUDENT CONTRACT FORM

	CHANGE OF INFORMATION		DATE	
NEW		TRANSFER	TERMINATION	
STUDENT NAME				STUDENT AGE
AUTHORIZED SIGNATURE				DATE
MOTHER'S NAME		FATHER'S NAME		
HOME ADDRESS				
PARISH		POST CODE		
HOME TEL		HOME EMAIL		
MOTHER - WORK		MOTHER - CELL		
FATHER - WORK		FATHER - CELL		
MOTHER - EMAIL		FATHER - EMAIL		
CREDIT CARD #				EXPIRY DATE
NAME ON CARD				SECURITY #
START DATE				TERM
TEACHER				INSTRUMENT
PER TERM FEE		PRO-RATED FEE		CLASS DURATION
TRANSFER REASON				
TERMINATION REASON				
ACCEPTED BY				DATE

**NOTE**      **Contracts must be signed and payment made prior to commencement of lesson.**