

**BERMUDA SCHOOL OF MUSIC**  
**FINANCIAL CONTRACT**

**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. All enquires related to music instruction are to be first discussed with the student's current teacher and secondly the Executive Director. Failure to follow this procedure may result in our inability to accommodate your request.

Lessons missed / cancelled due to illness by the Faculty member will be rescheduled. In the event that rescheduling is not possible by the Faculty member, a credit will be issued to the Student's account.

Public Holidays will not be made up, nor will a credit be given.

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

Please inform your teacher or the Executive Director of any special needs or medical conditions.

**PLEASE NOTE:** Bermuda School of Music only has a Half Term break in Term 1 of each academic year.

**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.

**INVOICE DATES**

Individual / Group Lessons – July 3<sup>rd</sup> / December 3<sup>rd</sup> / March 3<sup>rd</sup>

Kindermusik Lessons – September 5<sup>th</sup> / February 5<sup>th</sup>

Chamber Choir – September 18<sup>th</sup> / January 18<sup>th</sup> / April 18<sup>th</sup>

**PAYMENTS**

Bank of Butterfield as a Bill Payee or HSBC - Bank of Bermuda as a Direct Deposit; Debit & 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 Debit or 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 Business Manager. Over payments on the account will be applied to the following term's fee.

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

NEW <input style="width: 100%;" type="text"/> TERMINATION <input style="width: 100%;" type="text"/>	INFO CHANGE <input style="width: 100%;" type="text"/> TRANSFER <input style="width: 100%;" type="text"/>	DATE <input style="width: 100%;" type="text"/>
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STUDENT NAME

AUTHORIZED SIGNATURE <input style="width: 100%;" type="text"/>	DOB <input style="width: 100%;" type="text"/>
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HOME ADDRESS

PARISH <input style="width: 100%;" type="text"/>	POST CODE <input style="width: 100%;" type="text"/>
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HOME TEL <input style="width: 100%;" type="text"/>	HOME EMAIL <input style="width: 100%;" type="text"/>
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MOTHER NAME <input style="width: 100%;" type="text"/> MOTHER CELL <input style="width: 100%;" type="text"/>	WORK EMAIL <input style="width: 100%;" type="text"/> WORK TEL <input style="width: 100%;" type="text"/>
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FATHER NAME <input style="width: 100%;" type="text"/> FATHER CELL <input style="width: 100%;" type="text"/>	WORK EMAIL <input style="width: 100%;" type="text"/> WORK TEL <input style="width: 100%;" type="text"/>
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CREDIT CARD # <input style="width: 100%;" type="text"/> NAME ON CARD <input style="width: 100%;" type="text"/>	EXPIRY DATE <input style="width: 100%;" type="text"/> SECURITY # <input style="width: 100%;" type="text"/>
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TEACHER <input style="width: 100%;" type="text"/> START DATE <input style="width: 100%;" type="text"/>	INSTRUMENT <input style="width: 100%;" type="text"/> TERM <input style="width: 100%;" type="text"/>
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TERM FEE <input style="width: 100%;" type="text"/>	PRO-RATED FEE <input style="width: 100%;" type="text"/>	CLASS DURATION <input style="width: 100%;" type="text"/>
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TRANSFER / TERMINATION REASON

ADMINISTRATION <input style="width: 100%;" type="text"/>	DATE <input style="width: 100%;" type="text"/>
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**NOTE**      **Contracts must be completed in full, signed and payment made prior to commencement of lessons.**  
**All accounts must be guaranteed by credit or debit card.**