**Application for**

**Instrumental and Vocal Tuition**

**Bedford Music Co-operative** is a not- for-profit organisation, providing a wide range of instrumental and vocal tuition in Bedford Borough. Formed in April 2016 to provide teaching from September 2016, Bedford Music Co-operative is a main provider of instrumental and vocal tuition in the area, following the changes to Music for Bedford Borough. We provide tuition on a wide range of instruments and voice, aiming to develop each pupil’s musical potential according to their individual needs and aspirations.

**Our teachers** are competent performers and teachers on their specialist instruments. All teachers are checked by the Disclosure and Barring Service before commencing teaching. They are provided with professional development opportunities and their teaching is monitored regularly.

**Instruments**

Tuition is available on strings (violin, viola, cello, double bass), woodwind (recorders, flute, fife, oboe, clarinet, bassoon, saxophone), brass (trumpet, cornet, trombone, French horn, euphonium, baritone, tenor horn, tuba), keyboard (piano, electronic keyboard, organ), guitar (classical, acoustic, electric, bass), drums (drum kit and orchestral percussion), voice, theory and aural.

When choosing which instrument to learn, the age and size of the pupil needs to be taken into consideration. You may need to seek advice from one of our teachers – this can be arranged by contacting us.

Bedford Music Co-operative does not hire or sell instruments. However, our staff can give advice on this matter and Music for Bedford Borough is offering instrumental hire at reasonable rates.

**Lessons and Fees**

**Payment is by Direct Debit, in 10 monthly instalments. (Sept – June)**

There is a range of lesson options (see application form). **Group size will be dependent on demand, room size and chosen instrument. Final decision will rest with the instrumental teacher**. Most lessons take place in school. However, after-school, evening and weekend lessons can also be provided. Lessons take place at twilight centres, and on Saturday mornings at Bedford University at Saturday Morning Music School (run by MfBB). Some teachers also offer lessons in their home. This is all subject to teacher availability. In the academic year we aim to provide 34 lessons. These may include support for the pupil at concerts and exams. It may be possible to book additional lessons with the teacher, depending on their availability. If a teacher is absent and unable to deliver the full number of lessons, charges will be adjusted accordingly. You will be given a year’s calendar showing the teaching weeks and weeks when lessons that have been missed can be made up.

**Financial Assistance**

Pupils who are in care or who are entitled to free school meals may access financial assistance through their school or Music for Bedford Borough. Please contact the admin office for the relevant form.

**Applying for lessons**

Please apply on line at [www.bedsmusic.coop](http://www.bedsmusic.coop), or complete the application form and return it to the address on the form, or attached to an email. On receiving your application, we will arrange lessons with an appropriate teacher and they will contact you to confirm arrangements. **Payment of the first invoice is required before lessons commence. You will be invoiced and requested to set up the Direct Debit once the lessons have been confirmed.**

Where a teacher does not have availability you will be informed, and the application will be placed on a waiting list for 6 months.

**Bedford Music Co-operative**

Email: office@bedsmusic.coop **Application Form** website: [www.bedsmusic.coop](http://www.bedsmusic.coop)

**Please complete ALL sections of this form in BLOCK CAPITALS**

**Part 2 – Lesson requirements**

Instrument / Voice requested…………………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **Lesson Type\*\*** | **Choice****(indicate 1st, 2nd etc.)** | **Cost per lesson** | **Monthly cost (over 10 months per year)** |
| 30 minute lesson - Group of 4Only available for beginners in Primary School and on certain instruments and if room space allows |  | £4.70 | £15.98 per month |
| 30 minute lesson – Group of 3 |  | £7.25 | £24.65 per month |
| Paired lesson 20 minutes |  | £7.25 | £24.65 per month |
| 20 minute individual lesson |  | £11.80 | £40.12 per month |
| 30 minute individual lesson |  | £17.70 | £60.18 per month |

**Important Note: We will inform you when your application has been processed. You will be sent an invoice and tuition will start once the Direct Debit is set up..**

**\*\* Group lessons are dependent on the number of similar applications received and the availability of a suitable teaching space. If there are not enough pupils to constitute a group, an individual option will be offered.**

***NB final decision on group size rests with the teacher***

**Part 1 – Student details**

Name…………………………………………………………………………………..Date of birth……………………………M/F (please circle)

Address\* ………………………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………….

Post Code………………………….. (\**please let us know if home address and invoice address are different*)

Home Tel:................................................................... Work / mobile…………………………………………..

Email…………………………………………………………………………………………………(*to be used for invoicing and communication)*

School…………………………………………………………. Instrumental / vocal teacher if known…………………………………………………….

Current School year group (e.g. Year 9)……………..

Are you in receipt of free school meals?……………….

Does the pupil have any medical requirements or special needs that we should be aware of?......................................

Please give details of the pupil’s musical experience so far…………………………………………………………………………………………..

**Application Form** (continued):

|  |
| --- |
| **Part 3 – Equal Opportunities Survey** – Cultural background |
| Please tick ONE box that that indicates your cultural background |
| **Main Group** | **Please tick appropriate box** |
| 1. **White**
 | British |  | Irish |  | Other – please specify |  |
| 1. **Mixed race**
 | White and Black Caribbean |  | White and Black African |  | White and Asian |  |
| 1. **Asian or Asian British**
 | Indian |  | Pakistani |  | Bangladeshi |  |
| 1. **Black or Black British**
 | Caribbean |  | African |  |  |  |
| 1. **Chinese**
 | Chinese |  |  |  |  |  |
| 1. **Other Ethnic Group**
 | Please specify |  |  |  |  |  |

**W** **here did you hear about the Co-operative?**

 friend □ teacher □ school □ concert □ other □.......................................................(please specify)

Part

**DATA PROTECTION**

We are committed to the principles of data protection and information management. All personal information held on computer and manual files are confidential to Bedford Music Co-operative and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child’s school. If financial assistance is required, information will be shared with the relevant agencies or organisations.

Under the Data Protection Act, you have the right to receive a copy of the personal data we have about you. To receive a copy, please contact the Office Manager.

**I give permission for occasional photographs of my child to be taken, stored by Bedford Music Co-operative and used for marketing purposes YES / NO**

**Declaration**

On behalf of the pupil named overleaf, I apply for instrumental / vocal tuition with Bedford Music Co-operative. I have read the terms and conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must give 5 weeks notice in writing. If this is not received, a 5 week cancellation fee will be payable (see condition 4.5)

I wish to waive my right to the cooling off 14 day period (see back page of terms and conditions. ) please tick□

I realise that the first invoice issued by Bedford Music Co-operative should be paid before lessons commence.

Name of parent / carer: (please print) Mr/Mrs/Miss/Other………..

First Name…………………………………………………..

Surname………………………………………………………

Signed: (parent / carer)…………………………………………………………………………………..Date………………………………….

***Your signature confirms that you have read and understood the terms and conditions and that you agree to abide by them.***

**For official use only**

Teacher allocated □ Database □ Register □ Number of lessons □ Invoice raised □

**Please return this form by email; asmith@bedsmusic.coop, or post it to:**

**Bedford Music Co-operative, 30, The Cloisters, Bedford, MK41 0SP**

**Terms and Conditions**

***Before completing the application form, please read the following terms and conditions and retain for reference***

***PTO for Information about Cancellation during a “cooling off” period.***

1. **Lessons**
	1. All applications for tuition must be completed and signed by the pupil’s parent / carer. Lessons cannot be arranged without parental consent or receipt of payment for the first term / month of tuition. If tuition cannot be arranged, pupil details will be retained on a waiting list for 6 months.
	2. For those receiving lessons, the co-operative reserves the right to change a pupil’s grouping without prior notice to the parent, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the Co-operative will notify the parents as soon as possible to seek agreement.
	3. If you require MfBB to supply an instrument, there is a termly £10 charge ( which is non-refundable)
2. **Payment**
	1. The first invoice will be issued upon confirmation of lessons by the teacher; you will be asked to set up the Direct Debit when you receive this invoice
	2. **Payment for lessons is required in advance, and will be taken in monthly instalments as shown on the application form**
	3. Payment or payment arrangements must be made within 14 days of the invoice date to ensure continuation of lessons. Failure to pay as agreed will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative. Lessons missed due to suspension will be forfeited.
	4. Sheet music, accessories, instrument hire, courses, workshops, examination and accompanist fees are not included in the tuition fee.

**3 Financial Assistance**

3.1 Where financial assistance is provided by a third party organisation or external fund, this may be reviewed on a termly basis. Information will be shared with the relevant agency to facilitate funding. Liability for payment of lessons remains the responsibility of the parent / carer unless funding is agreed by an approved agency and funds are received by Bedford Music Co-operative.

**4 Attendance, refunds and cancellation**

4.1 The Co-operative provides 34 lessons per academic year. The number of lessons will vary per term according to the number of teaching sessions available. If the total number of lessons falls below the due number to be provided because of teacher absence, a credit or refund will be given. (to be calculated at the end of the Summer Term)

4.2 Credits or refunds cannot be given for lessons missed by the pupil for any reason (unless due to long term illness or hospitalisation, in which case written notice will be required, and should be provided as soon as possible). In the case of pre-planned events, e.g teacher-training days, school visits, exams, etc. 7 days written notice is required. If a lesson is missed because of these circumstances and cannot be made up, a credit note or refund will be issued. Please note that where absence from lessons is due to school related events, e.g. teacher training day, it is the parent / carer responsibility to ensure notice is given to the Co-operative.

4.**3 In the case of group lessons, if a single pupil is absent for whatever reason, we regret no refund can be made**. If a whole group is unable to attend a lesson, the Co-operative requires 7 days written notice as detailed above

4.4 If your child is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss provision of future lessons. Otherwise any missed lessons will be forfeited.

4.5 If you wish to cancel lessons you must give 5 weeks notice. Otherwise there will be a 5 week cancellation fee. Unless we receive notice to cancel, lessons will carry on into subsequent academic years.

4.6 All information regarding 4.2, 4.3, 4.4, 4.5, 4.6 should be sent to the Co-operative Office, **not** to the school or the individual teacher.

**5 Liability**

5.1 Bedford Music Co-operative does not accept responsibility for loss or damage to any personal possessions or personal injury, however caused.

6 **Terms and Conditions**

6.1 Bedford Music Co-operative reserves the right to alter the above Terms and Conditions with half a term’s notice. Any decision made by Bedford Music Co-operative concerning these Terms and Conditions shall be final.

***Your signature on the application form confirms that you have read and understood the Terms and Conditions and that you agree to abide by them.***

***PTO for Information about Cancellation during a “cooling off” period.***

**Information about the “cooling off” period and the exercise of the right to cancel during it**

You have the right to cancel this contract within 14 days (the cooling off period) without giving any reason. The cooling off period will expire after 14 days from the day of the conclusion of the contract (i.e when BMC receive your signed form) To exercise the right to cancel you must inform us:

Name of teacher…………………………………………………………………………………………………………………………………………………..

Address………………………………………………………………………………………………………………………………………………………………..

Telephone number……………………………………………………………………………………………………………………………………………...

Email……………………………………………………………………………………………………………………………………………………………………

You may cancel by letter or email with a clear statement of your intention. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of right to cancel before the cooling off period has expired. You may use the cancellation form below, but it is not obligatory.

**Effects of cancellation during the “cooling off” period**

If you cancel this contract during the cancellation period, we will reimburse to you all payments received from you unless you requested us to begin lessons during the cooling off period. We will make the reimbursement without due delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly requested otherwise. You will not incur any fees as a result of the reimbursement. If you requested us to begin lessons during the cancellation period, you shall pay for any lessons received.

**Cancellation Form (*if some teacher contact details are unknown, please use BMC contact details)***

To (name of teacher)……………………………………………………………………………………………………………………………….

Address…………………………………………………………………………………………………………………………………………………….

Telephone number…………………………………………………………………………………………………………………………………..

Email……………………………………………………………………………………………………………………………………………………….

I/We hereby give notice that I/We cancel my/our contract of sale for the supply of the following services:

…………………………………………………………………………………………………………………………………………………………………

Ordered on……………………………………………………………………………………………………………………………………………….

Name of student(s)…………………………………………………………………………………………………………………………………..

Address of student(s)……………………………………………………………………………………………………………………………….

Signature of student / parent………………………………………………………………………………………………………………….

Date…………………………………….