



SIKA MUSIKA
WE LET YOU PLAY

MUSIC LESSON APPLICATION FORM

Please fill in this form in BLOCK CAPITAL LETTERS

Full name: _____ I.D/Passport no: _____ Male/Female: _____

Date of birth: _____ School/Employer: _____

Contact no: _____ Email: _____

***if student is under 18, please provide contact information of the parent/guardian below**

Full name: _____ I.D/Passport no: _____ Male/Female: _____

Address of parent/ guardian: _____

Daytime contact no: _____ Email: _____

Please tick: ☐ I give permission to be included in group photographs for publicity and marketing

Please tick one box to show your choice of instrument or service and select two preferable days of the week for the lessons.

Recorder	
Saxophone	
Trumpet	
Trombone	
Euphonium	
Tuba	
Percussion	
Piano	
Keyboard	
Voice (Singing)	
Acoustic Guitar	
Music Theory	
Early Childhood Music and Movement	

Monday	
Time slot:	
Tuesday	
Time slot:	
Wednesday	
Time slot:	
Thursday	
Time Slot:	
Friday	
Time Slot:	
Saturday	
Time Slot	

Music level experience (Beginner/intermediate/professional): _____

Do you own your own instrument? (Yes/No) _____

Do you wish to hire an instrument? (Yes/No) _____

TERMS AND CONDITIONS

GENERAL

Music lessons are available at SIKa MUSIKA ACADEMY for piano, keyboard, guitar, saxophone, trumpet, trombone, recorder, euphonium, tuba, percussion, music theory, early childhood music and movement, classical singing, and contemporary singing. The Director of Music, Instrumental and Performance will be pleased to advise parents/guardians on choosing a suitable instrument for their child to learn. Please complete the music lesson application form and return to the Director of Music at sikamusikaacademy@gmail.com or by hand delivery.

RESPONSIBILITY AND EXPECTATION OF STUDENTS

Whilst we are keen to encourage prospect students to take music lessons, it must be noted that to progress students must find time to practice at least 4 times a week for around 20 minutes. Please ensure children bring a notebook to their lessons into which their instructor can detail areas for practice.

MUSIC LESSONS

Parents contract for a full year which entitles students to 45-minute lessons per week, 2 lessons per week. Pro-rata adjustments will be made if students commence in the middle of a term. The number of lessons varies each term. SIKa MUSIKA ACADEMY does its best to work around the busy schedule of your child. Lessons will be rescheduled for unforeseen events. On the odd occasion this is not possible (e.g., peripatetic instructor unavailable on an alternative day) the lesson will be rescheduled. The same scenario would apply if at least one week's notice is given for future absences e.g., external examinations, family holidays or events. Unfortunately, there will be no refund if your child is ill and absent from lesson. However, if your child is isolating at home but is well and you give a minimum of 24 hours' notice it may be possible for the lesson to take place over SIKa MUSIKA ACADEMY terms. This will be subject to device availability and a parent being present for the duration of the lesson (in accordance with SIKa MUSIKA ACADEMY remote learning policy). As there is no refund of fees for days missed by students, lessons missed by the student with no explanation or by voluntary withdrawal from SIKa MUSIKA ACADEMY will not be made up.

PAYMENT

The preferred payment method at SIKa MUSIKA ACADEMY is VISA/MasterCard or Electronic Transfer. Payment for lessons is done in full at the start of each term. Lesson rates will be published each year along with information on lesson venues.

TIMETABLE

Lesson times rotate every half term at SIKa MUSIKA ACADEMY. This system works well as it means your child will not miss the same lesson for too long a period. These times are still subject to change within a half term due to unforeseen events. Where there is a question about whether a child should be missing core lessons, SIKa MUSIKA ACADEMY encourages parents to liaise with instructor before starting lessons. Many of our peripatetic instructors teach privately which may be a more favorable option in these cases. Parents will receive an automated weekly email/SMS detailing the time of

your child's next lesson. Each student is given a copy of their timetable for the term. It is the responsibility of students to ensure that they attend their lesson at the correct time.

NOTICE

Notice of terminating lessons must be given in writing to the Director of Music, Instrumental and Performance at least half a term in advance. Music lessons may only cease at the end of a term. If less notice is given, a full term's fees will be charged. The Director of Music, Instrumental and Performance will acknowledge all letters of notice in writing. Parents will be notified if their child has missed three lessons in a term due to unexplained absences. In the case of prolonged student illness, special arrangements should be made with the Director of Music, Instrument and Performance. **NB: Notice to take effect in September will not be accepted during the summer holidays – rather it must be received before the previous June half-term break.**

USE OF INSTRUMENTS

SIKA MUSIKA ACADEMY possesses a stock of instruments which may be purchased by students as they become available. If an instrument is not available for purchase through SIKA MUSIKA ACADEMY, we will recommend alternative suppliers. Students are expected to purchase their own instruments when they have reached a reasonable standard and your instructor will be pleased to advise. Please note that all instruments that belong to SIKA MUSIKA ACADEMY are not allowed to be taken away from the premises of SIKA MUSIKA ACADEMY, and such an action will be regarded as theft and liable for a penalty fee.

EXAMINATIONS

SIKA MUSIKA ACADEMY is happy to facilitate entry for the Trinity College and Royal Academy of Music Examinations. We currently offer exams in Terms 2 and 3, and for younger students in Term 4. Students are encouraged to enter these exams by their instructor if it is felt to be of benefit to their progress. However, parents should not feel it is a requirement of SIKA MUSIKA ACADEMY. **Parents who sign the appropriate entry form will have their accounts debited for the examination fee, and accompanist charges if applicable.** SIKA MUSIKA ACADEMY has no control over dates or times for these exams and merely acts as a host exam center when requested to do so. The fees for the examinations are paid directly into the account of the examination boards.

DISCLAIMER

SIKA MUSIKA ACADEMY may take photographs and videos of classes, lessons, recitals, and events for promotional use on-line and on print materials. It is our policy not to include the names of children in any captions. If you would like us to not use any images of yourself or a family member, please let us know in writing or by email.

CARE AND INSURANCE OF INSTRUMENTS

Musical instruments are often extremely valuable. SIKA MUSIKA ACADEMY cannot accept responsibility for student possessions. Therefore, parents are strongly advised to arrange their own insurance cover for their children's instruments.

PRICES

A non-refundable administrative registration fee of N\$ 100.00 is applicable for every new application. Students with their own instrument will receive a discount of N\$ 100.00.

Instrument / Service	Monthly Subscription	
	Child (Age 5-6)	Child (Age 7-10)
Recorder <i>*must have own instrument</i>	150.00	180.00
Saxophone <i>*must have own instrument</i>	Not available	1000.00
Percussion & Drumkits	200.00	500.00
Piano	800.00	1,000.00
Keyboard	800.00	1,000.00
Voice (Singing) + Music Theory (Music Symbols)	800.00	1,000.00
Acoustic Guitar	600.00	800.00
Music Theory Individuals	500.00	500.00
Music Theory Groups of 5-10	150.00 per child	

Banking Details:

Sika Musika Academy CC
 Bank Windhoek
 8025925927
 Business Cheque Account
 Rundu Branch

DECLARATION

I DECLARE that the information of the applicant is accurate, and I agree to the **TERMS AND CONDITIONS** as set out above. And I **DECLARE** to provide a half term's notice in writing to the **SIKA MUSIKA ACADEMY** upon the events or circumstances that requires for the music lessons to be discontinued.

Signed: _____ Date: _____

(Parent or Guardian)