



GLOBAL HOUSE OF MUSIC



Global House of Music Lessons agreement 2021

Details of person responsible for the account

ID Number: _____

Name: _____

Surname: _____

Contact number: _____

Home address

Unit/Stand Number _____

Building/Estate _____

Street name _____

Suburb _____

Code _____

Alternative contact person

Name: _____

Surname: _____

Contact number: _____

Relationship _____

Package selected (Please select a package)

45 Minutes (one student)	60 Minute	75 Minutes	120 Minute	Other (As discussed with Office)
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*Please note: Any packages changes could result in a price difference. Packages cannot be divided or changed.
All changes must be made in writing with a 30 day notice*

Billing information/Debit order mandate

Billing structure:

Monthly	Quarterly	Yearly
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Given by (Name of Account holder) _____
Address _____
_____ Code _____
Bank _____
Branch _____
Account number _____
Account type Current (cheques) / Saving (transmission)
Date of debit order (Select) 28th / 30th
Contact number _____

Abbreviate name as registered with the bank: **GLOBALHOUSE**

This signed Authority and Mandate refers to our contract dated _____ ("the Agreement").
I / We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my / our abovementioned account at my / our above-mentioned Bank (or any other bank or branch to which I / we may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement and commencing on _____ and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly.
In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the preceding ordinary business day.
Payment Instructions due in December may be debited against my account on the _____

I / We understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

Mandate

I / We acknowledge that all payment instructions issued by you shall be treated by my / our above-mentioned Bank as if the instructions have been issued by me/us personally.

Cancellation

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

Assignment

I / We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____

(Signature as used for operating on the account)

_____ Agreement reference number is _____ (Assisted by)

1. Student details

(Please supply birth certificate)

Name and Surname _____

Instrument _____

Age _____

Previous lessons Yes No Grade/Level : _____

2. Student (If applicable)

(Please supply birth certificate)

Name and Surname _____

Instrument _____

Age _____

Previous lessons Yes No Grade/Level : _____

3. Student details

(Please supply birth certificate)

Name and Surname _____

Instrument _____

Age _____

Previous lessons Yes No Grade/Level : _____

4. Student (If applicable)

(Please supply birth certificate)

Name and Surname _____

Instrument _____

Age _____

Previous lessons Yes No Grade/Level : _____

General

This agreement with the two parties involved, Global House of Music (hereinafter **GHM**) and the candidate/guardian (hereinafter also the **client**) for private music lessons to be conducted to the student will be effective from _____ 2021

By entering into this agreement, the *client* acknowledges that any prior agreement with any other music school has been terminated and or the appropriate notice has been given.

Lesson terms and conditions

- If a student is attending a planned activity, such as sporting events, concert, or doctor's appointment that conflicts with the scheduled lesson time, the lesson must be rescheduled, and a 24-hour notice applies. Lessons not cancelled 24 hours prior to the scheduled lesson will be forfeited.
- Lesson not attended without notice will be forfeited.
- Access to estates and complex's will be required by the teacher. If in any case the teacher is unable gain access to the premises, the will teacher will leave, and the lesson will be forfeited.
- Lessons will resume on public holidays. Teachers may request that the lesson time be moved and if it is not possible the scheduled lesson time will be applicable.
- Lessons resume during school holidays.
- **GHM** closes on Easter weekend and 2 weeks of December. You will be notified about these dates.
- **GHM** will provide a weekly lesson based on the selected package and location.
- If a student is late for the lesson the missed time will not be added due to other planned lessons and traveling time.
- The progress of a student is subject to their dedication to practice. Schedule regular practice. 10-15mins x 5 recommended for beginners, 20-30mins x 5 for intermediate and 45-60mins per week is recommended for advanced level. Younger students may work better with parental guidance. Advice is given in setting up a routine
- Lessons not cancelled 48 hours prior to the scheduled lesson will be forfeited unless the cancellation is due to sudden sickness, accident and or emergencies.
- If a rescheduled or catch-up lesson has been booked and the students fails to attend with or without notice, the lesson will be forfeited.
- **GHM** holds the right to change the teacher for any reason whatsoever. If the teacher is not suitable for the client, the
- **If a teacher is unable to conduct the lessons due to illness lessons may take place online using Skype or Zoom. This time will be allocated as a lesson for the week or catch up**

Termination terms must be followed.

- Lessons times and days may be changed with sufficient notice. This may include the office rescheduling lessons to place new clients with a teacher and cooperation in the matter is greatly appreciated.
- If a client requests a time and day change and the teacher does not have the required times available a change of teacher will be applicable.

Examinations

- Participation in graded examinations incurs expenses additional to monthly lesson fees, including but not limited to registration/enrolment fees, practical (repertoire) and theory books as published by the respective examining bodies and/or exercise books as published by third parties;
- Expenses incurred will be invoiced to the client at cost and collected by GHM for payment to the relevant examining body/service provider **in advance** and at least **one week in advance** of enrolment deadlines where relevant;
- The candidate's GHM teacher shall advise the client of required materials and the client acknowledges that such materials are essential for satisfactory examination preparation;
- Prescribed materials are subject to international copyright laws and therefore the use of original materials is compulsory. GHM will not provide printed or electronic copies of materials subject to copyright and for which GHM does not have the publisher's official consent to reproduce or distribute;

- All documentation including birth certificates/identity documents and evidence of prerequisite qualifications as required by relevant examining bodies will be provided to GHM at least **one week in advance** of enrolment deadlines;
- Failure to pay costs and provide documentation contemplated herein by GHM's stipulated deadline may preclude the candidate from enrolling for the intended examination session;
- If enrolment deadlines are missed, enrolment in subsequent examination sessions at revised and appropriate grades will be decided in consultation with GHM;
- The candidate's participation in graded examinations is at the discretion of GHM and GHM reserves the right to withdraw candidates who are deemed to be inadequately prepared, irrespective of confirmed enrolments/examination dates. Thorough assessments of the candidate's readiness to participate in graded examinations will be provided at least one month before the commencement of relevant examination sessions

A schedule of enrolment fees can be found on the GHM website, but GHM takes no responsibility for the accuracy of such information, which should be verified by referring to the examining bodies' schedules of fees as published on their websites or provided by their local representatives from time to time.

Fees and payments arrangements

- A total of 48 lessons will be conducted per 12 month cycle and fees for the 12 months are payable in advance.
- ONCE OFF JOINING AND ADMIN FEE R500 on first invoice
- **Yearly administration fee of R500 charged on January invoice (Not payable if joining fee was applicable)**
- Fees can be paid via debit order. If a client wishes to pay the fees via EFT the fees must be paid on or before the last day of the months and any and all terms regarding fees are applicable.
- Invoices are sent on the 23rd of every month and payable by the last day of that month.
- All invoices not contested in writing within 7 days of receipt are deemed accepted by the client as true and accurate and are payable within the given terms.
- Late fees will be subject to a R50 penalty fee which will be loaded onto the invoice after the due date has been reached. If this fee is not paid and in full the lessons will be suspended until such a time that the fees are brought up to date in full.
- If the fees are not paid by the 5th of the month the lessons will be suspended pending payment and any missed lessons during that time will be forfeited.
- December lessons are payable, and the teacher will make the necessary arrangements to schedule the lessons if the client is unable to attend them.
- An annual fee increases of 10% will be implemented every February.
- Discount will only be given if a client pays yearly.
- If a client fails to pay the fees and has made an arrangement with the office, the arrangement will only be valid for the agreed period of time. If a client fails to pay with that set period, the lesson will be suspended, and the fees will be required in full including the penalty fee before the lessons can continue.

Termination of agreement

- This agreement can only be terminated with a one month (30 days) notice in writing to the office. Failure to do so will result in the fees to remain payable and or any other fees that may arise such as lawyer and collection fees Please see annexure B for complete termination notice requirements.
- GHM reserves the right to terminate this agreement based on the following reasons: unpaid fees, payments not in full and continuous late payments. The fees involved will remain payable and should any collection fees apply the client will be held responsible.
- Lessons cannot be placed on hold and time slots will not be kept until a client returns.

Media

• Recordings, photographs and video will be taken throughout the year both in lessons and at student concerts or workshops to provide the student and/or parents and the teacher opportunities to capture and highlight significant technical issues, or capture musical milestones in development. This media form part of the student's portfolio of progress and aids the student's technical and musical development. Images, video and recordings will be available to the client and shared amongst the GHM community in future newsletters and displayed on future marketing, advertising or teachers website.

I _____ on the _____
day of _____ 2020 agree to the above terms and conditions.

Signed by client

Please provide us with the following documents attached with the signed agreement.

- Copy of client ID
- Copy of student ID/birth certificate (for exam enrolments)