

PATHWAYS ENROLMENT FORM 2018

PLEASE WRITE ALL ANSWERS CLEARLY & COMPLETE ALL RELEVANT SECTIONS OF THIS FORM.

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Completed and signed forms can be scanned and submitted electronically to: : lessons@aim.edu.au

1. CHOOSE YOUR PATHWAY Open AIM Young AIM

2. STUDENT DETAILS

Surname _____ First Name _____ Gender Male Female

Address _____ Suburb _____ State _____ Postcode _____

Email _____ Date of Birth _____

Telephone (Mobile) _____ (Other) _____

Do you have any special needs or medical conditions that should be taken into consideration?

3. NEXT OF KIN / PARENT / GUARDIAN

Given Names _____ Family Name _____

Home Phone _____ Mobile _____ Work _____

Email _____ Relationship to you _____

4. EMERGENCY CONTACT

Given Names _____ Family Name _____

Home Phone _____ Mobile _____ Work _____

Email _____ Relationship to you _____

5. LESSON DETAILS

Please note, there are a limited number of lessons available on Saturday morning. These will be allocated on a first come first serve basis. We encourage you to choose a time during the week to increase the chances of booking your preferred time.

Instrument/s _____ Style Contemporary Classical Other _____

Have you had lessons before? Yes No If yes, how many years for? _____ AMEB grade, if applicable _____

Preferred Days (please give multiple options) _____

Preferred Times (please give multiple options) _____

Preferred Teacher (if known) _____

6. TERM DATES & PRICES 2018

Lessons are to be paid strictly in advance of first lesson

TRIAL LESSON Trial Lesson - 60 mins \$90 Please note: Trial lessons will be booked during week 1 ONLY of any term.

TERM 1 (9 WEEKS) due to the Easter long weekend there will be no classes from Friday, 30th March until Thursday, 5th April 2018.

MONDAY 5 FEBRUARY - SATURDAY 14 APRIL Term 1 - 30 mins \$500 Please note: 30mins lessons will be scheduled for term 1 only.
 Term 1 - 60 mins \$900

A new program will commence from Term 2, 2018. Please indicate if you would like to receive information regarding this.

Please send me more information I do not require further information

VERSION 13th January 2018

SYDNEY

1 Foveaux Street Surry Hills NSW 2010
T 02 9219 5444 F 02 9219 5454
E enquiries@aim.edu.au

MELBOURNE

120 King Street Melbourne VIC 3000
T 03 8610 4222 F 02 9219 5454
E enquiries@aim.edu.au

AIM.EDU.AU

ABN 89 003 261 112
CRICOS Code 00665C
PROVIDER No PRV12050

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7. PAYMENT

AIM will no longer be accepting cash payments. Please choose either Credit Card or Direct Deposit option.

Credit Card To make a payment, please call AIM Finance on 02 9219 5449

Direct Deposit Please include student name as reference and email receipt/proof of payment to ar@aim.edu.au
BSB 082 167
Account Number 86 444 3650
Bank National Australia Bank

8. POLICIES

ENROLMENT

Before lessons are confirmed, Students/Parents/Guardians must:

- Complete the enrolment form and submit to lessons@aim.edu.au with full payment. This will be an ongoing enrolment unless the school is notified 21 days prior to the commencement of each term.
- Enrolments will only be accepted at the commencement of each term. No student can enrol during a term.
- No student will be scheduled a lesson until full payment is received. Only then will a confirmation email be sent.

FEES AND OTHER CHARGES

- Fees are to be paid in full before the commencement of the term
- Lessons will not be assigned until enrolment is finalised with payment. Payment must be made two weeks before the commencement of a term. Enrolment is for the entire term of 10 weeks; no variations will be accepted.
- If full payment is NOT received by the due date the proposed lesson time will be re-allocated
- No remission of fees, either in whole or in part, will be made if the student cancels, is absent due to illness, leave, or suspension.
- There are no refunds given on lessons unless they are cancelled by the Australian Institute of Music.
- Trial lessons will only be scheduled during the first week of term. Lessons must be approved by the Head of School before the lesson is scheduled.
- A full refund may be given if written notice is provided to the Head of School 30 days prior to the commencement of a term. The Head of School will review the application and will provide a written response for accounts to refund tuition.
- If a student is required to book an accompanist for exams, eisteddfods etc., please note, this will be at the students' expense.

EXPECTATIONS AND BEHAVIOUR

- Student/Parents/Guardians must proceed to the Reception desk in Building A. They must sign in and will be issued a guest pass while on the AIM campus. At the students first lesson, they will be issued a student card at Reception A, which they are required to carry with them whenever on the AIM campus.
- Parents/Guardians/Students should report directly to the room assigned for their lesson. For all student 14 years and under, parent/guardians should ensure that students arrive on time, and wait outside the door if another lesson is being conducted. If students are late, the missed time will not be made up. If there is any difficulty locating the room, reception staff will be able to assist.
- Any student under the age of 14 should be accompanied by a parent/guardian to their lesson. Parents/Guardians are not required to be in the room for the lesson, but are very welcome to stay.
- Students over 14 years who will not be accompanied by a parent/guardian must complete the attached form indicating how they will travel to and from AIM. This form also recognises that AIM will not be responsible for the duty of care of this student upon leaving AIM premises, (please refer to attached note).

COMMUNICATION

- All communication, including enrolment, concerts etc. should be conducted by emailing lessons@aim.edu.au

CAMPUS/FACILITIES

- Students are unable to use rooms at AIM outside of their scheduled lesson time, unaccompanied by their teacher. The teacher alone is responsible for getting/returning the key for the room at reception. Students are never to take room keys.
- Students under the age of 18 are not allowed to congregate in the AIM common areas, including the café, unless accompanied by a Parent/Guardian.

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8. POLICIES CONTINUED

HEALTH AND SAFETY

- We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify AIM immediately. We also agree to complete the student's medical form accurately and provide term updates to AIM, including any health matter that arises during the year that may impact on other students or staff, or the ability of AIM to care for your son/daughter.
- If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Head of School or, in his/her absence, a responsible member of the AIM executive staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
- We acknowledge that AIM seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Head of School or their nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
- We understand that AIM requires parents and visitors to observe AIM security procedures for the protection of students from direct contact with those outside the School during office hours and that we are only to make contact through AIM Reception or the AIM SSC Office.
- We acknowledge that the student's personal property is not insured by AIM, therefore the school does not accept any responsibility for its loss or damage.

PRIVACY

1. We acknowledge that AIM may from time to time collect personal information about parents and students which may be necessary for AIM's function or activities. We authorise AIM to use and disclose information in such a manner as the Head of School may deem appropriate for the purposes of the Privacy Policy.
2. We give permission for photographs and videos of the student to be placed in the school's records, displayed from time to time around the AIM campus, be published in AIM publications, on its website and in other marketing and promotional material unless the Head of School has been advised or is advised in writing that the Parents do not give this permission.

DECLARATION

I have read and understand the above policies and I confirm that my enrolment details are correct.

Student Name _____

Student Signature _____

Date / / (dd/mm/yyyy)

(For Young AIM Only)

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date / / (dd/mm/yyyy)