



Credit Card Authorisation Form

Please complete all fields. You may cancel this authorisation by contacting us. This authorisation will remain in effect until cancelled.

Credit Card Information
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> Other
Card Number _____
Cardholder Name (as shown on card): _____
Last 4 digits of Card Number: _____
CWV Number _____
Expiry Date (mm/yy): _____

I, _____, authorise Pathways Music School to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Please bear in mind transactions will continue until you tell us you'd like to cancel. To cancel please call or text 0488 26 19 26 or send an email to dan@pathwaysmusic.com.au.

Please note that Terms and Conditions apply. The first missed payment will incur no fee however second and subsequent missed payments will incur a \$20 administration fee for each event, in addition to your accrued debt. We will contact you if a missed payment event occurs.

I, _____ acknowledge and agree to the Terms and Conditions overleaf.



TERMS & CONDITIONS

PLEASE READ, SIGN AND DATE

Because Pathways Music School is a business, we need to set out the Terms and Conditions that apply to lessons and the services we provide. The following Terms and Conditions are written in the spirit of protecting the wonderful teachers and staff at our school.

We try to be as accommodating to all personal circumstances as possible - please talk to Daniel or Carlie should you have any concerns or hesitations about any aspect of your, or your child's classes or these Terms and Conditions.

1. Lesson fees are paid at the beginning of each term or as arranged with Daniel or Carlie Sherwood. All invoices will usually be issued toward the end of the previous term.

Please note that all due dates for payment are indicated on your invoice. Failure to pay your fees at the due date will result in a reminder email being issued. This is automated and not triggered manually - if you have any concerns regarding payment, as always, please contact Daniel Sherwood.

2. Late payment charges of \$10 per week will be added to invoices that fall due after 14 days of the original due date (Two weeks from the beginning of a new term), if we have not heard from you to make alternative arrangements. For those students or parents needing extra time, just get in touch with us and we'll construct a plan. Monthly payment options are available on request.

3. You acknowledge that you or your child is contracted to have lessons for the full school term. If lessons are cancelled part-way through a term, lesson fees remain due for the entire term and/or are not part-refundable.

(This is necessary for business continuity reasons, and because when you book lessons, a time slot is reserved for you or your child for an entire term). This helps to give our staff continuity of income and students the surety of a reserved spot. In the case of new students, Terms and Conditions are given at the complimentary trial lesson (or shortly thereafter) and are tacitly accepted upon acceptance and attendance of a regular time slot, if offered.

4. If I, or my child wishes to sit for Instrumental, Voice or Musicianship Examinations with AMEB or other examination board, your teacher will make the appropriate arrangements. Examinations will be billed separately, and fees disclosed prior to booking the exam. The fees are set by the examination board.

OUR LESSON HOLIDAY/SICKNESS CANCELLATION POLICY

All lessons missed or cancelled during term time (unless cancelled by your teacher) will be forfeited, with the following additional caveats

- A. If notice for an absence is given in advance, we may be able to put your name down on our cancellations list, which is offered if the teacher has another available time slot during that term due to another student being absent.
- B. The cancellations list cannot be carried into a new term without confirming with your teacher first.
- C. Teachers offer makeup classes entirely at their discretion.
- D. In the case of protracted student absence due to holidays being taken, it may be possible to pay 50% of the lesson fee for those weeks you are to be away in order to reserve your time spot. Contact Daniel or Carlie for more information. Only applies for absences longer than two weeks.
- E. If your teacher is absent due to sickness or other reason, you will either have a replacement teacher for that session or the lesson will be made up at a time suitable for both you and your teacher. Missed lessons will be made up and are not refunded against the current or subsequent invoices.

LESSON TERMINATION POLICY

Please note, your/your child's enrolment is ongoing and rolls continually into the next term.

1. If you wish to discontinue lessons, please notify Daniel or Carlie Sherwood in writing via text or email **NO LATER than Friday of Week 5** of the **current term** you are enrolled in. This gives us time to find a replacement for your or your child's time slot. If you do not give notice by Friday of Week 5, then a late cancellation notice admin fee of **\$180 will be charged to you**.
2. During Term 4, if you decide you will not be returning for lessons in Term 1 of the next year, please notify Daniel or Carlie Sherwood in writing via text or email **NO LATER THAN FRIDAY of WEEK 5**. This small additional notice period reflects the quieter time of year once term ends in early December and that timetabling for Term 1 takes place mainly in mid to late November for the term ahead. Please note that a late cancellation admin fee of **\$180** is payable should you not adhere to these notice periods.
3. If a term has already started and you decide to cease lessons, your termly invoice is due, in full.