

YAMAHA MUSIC (ASIA) PRIVATE LIMITED

REGISTRATION FORM



STUDENT'S NO.

CLASS NO.

(For use in Yamaha Music School)

Please register me as a student for the following course,

COURSE TITLE: _____ ***(GROUP / INDIVIDUAL)**

CENTRE PREFERRED: CLEMENTI HOUGANG JURONG WEST FRONTIER CC KALLANG LEISURE PARK PLAZA SINGAPURA
 SEMBAWANG SC SAFRA PUNGGOL TAMPINES MAL THOMSON PLAZA WEST GATE

DAY & TIME PREFERRED: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please complete the form in BLOCK LETTERS **STUDENT'S PARTICULARS**

GENDER (PLEASE CIRCLE):
 MALE / FEMALE / PREFER NOT TO DISCLOSE / OTHERS LAST 4 CHARACTERS OF NRIC NO.

NAME (MR / DR / MRS / MDM / MS / MISS / MAS) - UNDERLINE SURNAME

DATE OF BIRTH: / / **NATIONALITY:** _____
(DD) (MM) (YYYY)

ADDRESS - BLK / HOUSE NO. _____ **ADDRESS - UNIT NO.** _____
 _____ - _____

ADDRESS - STREET NAME

ADDRESS - BUILDING NAME _____ **POSTAL CODE** _____ **RECEIVING MAILER/EMAIL/SMS ON COURSES / PRODUCTS?**
 YES NO

TELEPHONE (Home) _____ **TELEPHONE (Mobile)** _____ **TELEPHONE (Office / Others: _____)**

E-MAIL

OWNERSHIP - MUSICAL INSTRUMENT

Instrument/s Owned:

Piano Electone Clavinova (Digital Piano) Portable Keyboard **Brand:** _____ **Year of Purchase:** _____

Drums Guitar Wind Instrument Others: _____ **Model:** _____

IF STUDENT IS BELOW 16 YEARS OLD, PLEASE FILL IN:

GUARDIAN'S (1) NAME

TELEPHONE (Mobile) _____ **TELEPHONE (Office)** _____
 _____ Ext. _____

E-MAIL

GUARDIAN'S (2) NAME

TELEPHONE (Mobile) _____ **TELEPHONE (Office)** _____
 _____ Ext. _____

E-MAIL

FOR GIRO APPLICATION

MY/OUR NAME(S) _____ **MY/OUR ACCCOUNT NO.** _____

NAME OF BANK _____ **BRANCH** _____

SCHOOL REGULATIONS

We would like to make your experience with Yamaha Music School as smooth and hassle-free as possible. Here's everything you need to know:

1. Course Fee

- 1.1. Payment statement for course fee will be issued in the middle of every preceding month/term to be paid by the last day of that month/term.
- 1.2. In case the payment is not received by the due date, the school has the right to suspend the classes until the payment is made.

2. Payment required upon your Enrolment (incl. Rejoin)

- 2.1. Non-refundable Registration Fee of S\$60.00 (inclusive of GST)
- 2.2. Refundable Deposit of S\$150.00
 - Exempted only in the case where GIRO payment is selected. The deposit will be returned via Interbank GIRO, assuming termination notice has been served with information of bank account details (refer to Clause 8).
- 2.3. Course Fee for the 1st month/term.
- 2.4. Material Fee (textbooks, etc.) as stipulated on our website.

3. Payment Method

- 3.1. The following payment options are available:
 - GIRO: Recommended for your convenience. We kindly request the following information for registration:
Bank Account details for manual GIRO submission to the bank. Instant GIRO approval available for POSB/ DBS Account holders
 - E-Service (Payment Portal): <https://shop.sg.yamaha.com/eservices/course-fee/>
 - Cash: Please present the payment advice with your student card
- 3.2. Late Payment – A S\$5.00 administrative fee (subject to GST) is applied for late payments or dishonored cheques or in case GIRO deductions are unsuccessful by the 1st week of the month/term.
- 3.3. All fees paid are non-refundable (except Refundable Deposit as stipulated above in Clause 2.2) and non-transferable.
- 3.4. All fees are subject to revision at the discretion of Yamaha Music School.

4. Course Calendar

- 4.1. Yamaha Course Calendar is available on our website: <https://sg.yamaha.com/en/education/calendar/index.html>
 - The calendar for the following year is announced every December.
- 4.2. Lessons are not conducted during Yamaha Term Holidays and Gazetted Public Holidays.
 - Term holidays are determined for every student (on all days) to have 11 lessons per term (3 months starting with January, April, July and October). Except for Apple Course.

5. Punctuality

- 5.1. Regular and Punctual Attendance - We encourage all students to attend their lessons regularly and arrive on time to make the most of their learning journey. There will be no makeup for any time lost.
- 5.2. Our teachers guarantee strict punctuality; however, if the teacher is late for unavoidable reasons, time will be made up accordingly.

6. (No) Replacement Lessons

- 6.1. Our policy is designed to ensure fairness and consistency for all students and teachers. Unfortunately, we are unable to provide makeup lessons for missed lessons by students, or in case of unforeseen situations beyond the school's control such as blackout, floods, or severe weather conditions. However, the following services are available as the learning support measures.
 - Student(s) are entitled to use the studio for self-practice during weekday daytime hours. (for all courses / once a month / subject to availability)
 - Make-up Lesson for Medical Leave (for Individual course / upon valid MC presentation, once a quarter / 50% of the original lesson duration)
 - Feedback Correspondence on Homework (for group course / for all the missed lesson / 1 round correspondence for each time)
- 6.2. In the event the teacher is found unable to conduct the lesson as scheduled in the term calendar for unforeseen reasons (such as medical, childcare, ceremonial, professional or urgent leave), Yamaha Music School does guarantee to offer and conduct the make-up lesson with due coordination with the customer. The make-up lesson will be offered either by other teachers on the original date and time or by the original teacher on another date.
 - The studio is free for student(s) to use for the practice at the original time-slot and date.

7. Administration

- 7.1. Student Card: In the event you misplaced your student card, please report it immediately. A replacement card will be issued at S\$5.00 (subject to GST).
- 7.2. Student Number: Kindly include your student number in all correspondence with the school for prompt assistance.
- 7.3. Updates to Personal Details: Please notify us promptly of any changes to your address or contact information to avoid missed updates or correspondence.
- 7.4. Personal Belongings: While we do our best to maintain a safe environment, we kindly remind all students and visitors to look after their personal belongings.
- 7.5. School Notices: All official notices, including exam dates, will be posted on the school notice boards. We encourage students and parents to review them periodically to stay informed.

8. Termination

We understand that plans and commitments may change and we're here to guide you through the process of terminating a course, should the need arise:

- 8.1. Advance Notice Required - To terminate a course, a minimum of one (1) calendar month's advance written notice is required. For example, if your last month of attendance is December, please inform us in writing by 30th November, failing which one (1) month's course fees will be applicable.
- 8.2. Returning the Student Card: We would require the return of the student card upon termination for proper closure of your enrolment.
- 8.3. Once terminated, the lesson slot will be open to other customers immediately. Whether the student can rejoin the original slot depends on the class and teacher availability.

9. Miscellaneous

- 9.1. Transfers: If you would like to request a transfer to another class or location, please provide us with at least one (1) calendar month's advance written notice.
- 9.2. Lesson Time: Lesson times include reasonable transition periods for teachers to move between classes.
- 9.3. Class Adjustments: We reserve the right to transfer, combine, or dissolve classes as necessary with prior notice.
- 9.4. Parent/Guardian Participation: We would be pleased to accommodate sit-in requests for Individual Lessons for children and teenagers.
- 9.5. Classroom Etiquette: To ensure a focused and respectful environment, we kindly request that you refrain from eating, drinking, photography, video/audio recording, or any activities that may cause disruptions during lessons.
- 9.6. We provide lessons exclusively on our school premises. Soliciting our teachers for private lessons - on or off school grounds is not permissible at all.



Scan for School Regulations

I certify that the above information are, to the best of my knowledge, true and correct. I have read and accepted the Rules & Regulations stated. I also understand that the Rules & Regulations are subjected to changes and the most current updates will be at the School's Notice Board.

Signature

Name of / Parent / Guardian / *Student

Date