


I wish to enrol in the following class for 2010: (**PLEASE CIRCLE/HIGHLIGHT ALL RELEVANT BOXES)				TUITION FEES – YEARLY IN FULL: Schedule of payments for 2010					
CLASSES	Duration	Venue (*pls circle) SUR - Surrey Hills HAW - Hawthorn SAN – Sandringham FLEM - Flemington	Cost per class (for reference only)	Annual Commitment 2010 (ie: Term 1 to Term 4 inclusive) Mon, Tue: 37wks Wed, Thurs, Fri, Sat: 39wks Sun: 34wks			Annual Commitment 2010 Discounted Fees approx 5% if paid by: Thursday 22th October 2009 (ie: Term 1 to Term 4 inclusive)		
				34 wks	37 wks	39 wks	34 wks	37 wks	39 wks
Senior Teacher Classes									
Individual	30 mins	HAW/SAN/FLEM	\$ 60	\$ 2040	\$ 2220	\$ 2340	\$1938	\$ 2109	\$ 2223
Individual	1 hr	HAW/SAN/FLEM	\$ 110	\$ 3740	\$ 4070	\$ 4290	\$3553	\$ 3867	\$ 4076
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (2 to 4 adult students)	\$ 55 pp	\$ 1870	\$ 2035	\$ 2145	\$ 1777	\$ 1933	\$ 2038
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (4 + adult students)	\$ 44 pp	\$ 1496	\$ 1628	\$ 1716	\$ 1421	\$ 1547	\$ 1630
Small Group, 2 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 50 pp	\$ 1700	\$ 1850	\$ 1950	\$1615	\$ 1758	\$ 1852
			\$37.50pp	\$ 1275	\$1387.50	\$1462.50	\$1211	\$1318	\$ 1389
Small Group, 3-4 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 42 pp	\$ 1428	\$ 1554	\$ 1638	\$1357	\$ 1476	\$ 1556
			\$31.50pp	\$ 1071	\$1165.50	\$1228.50	\$1017	\$ 1107	\$ 1167
Sun. B'fast Club	1 hr	SUR/SAN/FLEM	\$27.50pp	\$ 935	-	-	\$ 888	-	-
Karen Knowles' Classes									
Individual	30 mins	SUR	\$ 80	\$ 2720	\$ 2960	\$ 3120	\$ 2584	\$2812	\$ 2964
Individual	1 hr	SUR	\$ 150	\$ 5100	\$ 5550	\$ 5850	\$ 4845	\$ 5273	\$ 5558
Small Group, 2 stu.	1 hr	SUR	\$ 80 pp.	\$ 2380	\$ 2590	\$ 2730	\$ 2261	\$ 2461	\$ 2594
Small Group, 3-4 stu.	1 hr	SUR	\$ 70 pp.	\$ 2180	\$ 2294	\$ 2418	\$ 2071	\$ 2179	\$ 2297
Tuition Fees for 2010 are payable by:		 <ul style="list-style-type: none"> • Thursday 22th October 2009 to receive a 5% discount on annual fees. • If you wish to pay by Instalments please see page 3. 							
Amount Paid:		Date of Payment:			Day & Time of class:				
Method of Payment: (please circle)		<input type="checkbox"/> EFT (preferred)		<input type="checkbox"/> Cheque		<input type="checkbox"/> Money Order		<input type="checkbox"/> Cash (Karen Knowles students only)	
Payment Details: Payments preferred via internet banking (EFT, Westpac - Karen Knowles Enterprises Pty Ltd - A/C: 258 594 - BSB: 033172). Please use your surname as a banking reference and send us an email to confirm payment has gone through. Payments may also be made by cheque, PayPal or money order and sent to Karen Knowles Enterprises Pty Ltd, PO Box 437, Kew VIC 3101. Receipts not issued unless requested.									
<ul style="list-style-type: none"> • Please note class times are subject to change (eg: teachers' illness/availability &/or venue availability). • All reasonable care will be taken to give notice to students in such circumstances. 									

I wish to enrol in the following class for 2010: (**PLEASE CIRCLE/HIGHLIGHT ALL RELEVANT BOXES)			TUITION FEES – INSTALMENT PLAN: Schedule of payments for 2010 Amounts shown represent approx 2.5% discount						
CLASSES	Duration	Venue (*pls circle) SUR - Surrey Hills HAW - Hawthorn SAN – Sandringham FLEM - Flemington	Cost per class (for reference only)	Instalment One – Payable by 22.10.09 (Term 1 & Term 2 fees) fees shown include approx 2.5% discount			Instalment Two–Payable by 05.06.2010 (Term 3 & Term 4 fees) fees shown include approx 2.5% discount		
				Monday students: 17wks Tuesday students: 18wks Wed, Thurs, Fri, Sat: 19 wks Sunday students: 16wks	Monday students: 17wks Tuesday students: 18wks Wed, Thurs, Fri, Sat: 19 wks Sunday students: 16wks	Monday students: 17wks Tuesday students: 18wks Wed, Thurs, Fri, Sat: 19 wks Sunday students: 16wks	Mon, Wed, Thurs, Fri, Sat: 20wks Tues students: 19wks Sunday students: 18wks	Mon, Wed, Thurs, Fri, Sat: 20wks Tues students: 19wks Sunday students: 18wks	Mon, Wed, Thurs, Fri, Sat: 20wks Tues students: 19wks Sunday students: 18wks
Senior Teacher Classes				16 weeks	17 weeks	18 weeks	19 weeks	20 weeks	
Individual	30 mins	HAW/SAN/FLEM	\$ 60	\$ 936	\$ 995	\$ 1053	\$ 1112	\$ 1170	
Individual	1 hr	HAW/SAN/FLEM	\$ 110	\$ 1716	\$ 1823	\$ 1931	\$ 2038	\$ 2145	
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (2 to 4 adult students)	\$ 55 pp	\$ 858	\$ 912	\$ 965	\$ 1019	\$ 1073	
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (4 + adult students)	\$ 44 pp	\$ 686	\$ 729	\$ 722	\$ 815	\$ 858	
Small Group, 2 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 50 pp \$37.50pp	\$ 780 \$ 585	\$ 829 \$ 626	\$ 878 \$ 658	\$ 926 \$ 695	\$ 975 \$ 731	
Small Group, 3-4 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 42 pp \$31.50pp	\$ 655 \$ 491	\$ 696 \$ 522	\$ 737 \$ 553	\$ 778 \$ 581	\$ 819 \$ 614	
Sun. B'fast Club	1 hr	SUR/SAN/FLEM	\$27.50pp	\$ 429	\$ 456	\$ 483	\$ 509	\$ 536	
Karen Knowles Classes									
Individual	30 mins	SUR	\$ 80	\$ 1248	\$ 1326	\$ 1404	\$ 1482	\$ 1560	
Individual	1 hr	SUR	\$ 150	\$ 2340	\$ 2486	\$ 2633	\$ 2779	\$ 2925	
Small Group, 2 stu.	1 hr	SUR	\$ 70 pp	\$ 1092	\$ 1160	\$ 1229	\$ 1297	\$ 1365	
Small Group, 3-4 stu.	1 hr	SUR	\$ 62 pp	\$ 967	\$ 1028	\$ 1088	\$ 1149	\$ 1209	
Tuition Fees for 2010 are payable by:		Thursday 22 October '09 for Instalment One (ie: Term 1 & Term 2, 2010)			• Saturday 5 th June '2010 for Instalment Two (ie: Term 3 & Term 4, 2010)				
Amount Paid:		Date of Payment:			Day & Time of Class: (for individual tuition TBC upon receipt of payment)				
Method of Payment: (please circle)		<input type="checkbox"/> EFT (preferred)		<input type="checkbox"/> Cheque		<input type="checkbox"/> Money Order		<input type="checkbox"/> Cash (Karen Knowles students only)	
Payment Details: Payments preferred via internet banking (EFT, Westpac - Karen Knowles Enterprises Pty Ltd - A/C: 258 594 - BSB: 033172). Please use your surname as a banking reference and send us an email to confirm payment has gone through. Payments may also be made by cheque, PayPal or money order and sent to Karen Knowles Enterprises Pty Ltd, PO Box 437, Kew VIC 3101. Receipts not issued unless requested.									
<ul style="list-style-type: none"> • Please note class times are subject to change (eg: teachers' illness/availability &/or venue availability). • All reasonable care will be taken to give notice to students in such circumstances. 									

TUITION FEES – individual terms				2010 – Fees per term					
CLASSES	Duration	Venue (*pls circle) SUR - Surrey Hills HAW - Hawthorn SAN – Sandringham FLEM - Flemington	Cost per class (for reference only)	Term 1	Term 2	Term 3	Term 4		
				Mon-Tue: 8 weeks Wed-Sat: 9 weeks Sunday: 8 weeks	Monday: 9 weeks Tues-Sat: 10 weeks Sunday: 8 weeks	Mon-Sat: 10 weeks Sunday: 9 weeks	Mon: 10 weeks Tues: 9 weeks Wed-Sat: 10 weeks Sunday: 9 weeks		
Senior Teacher Classes				<u>7 wks</u>	<u>8 wks</u>	<u>9 wks</u>	<u>10 wks</u>	<u>11 wks</u>	<u>12 wks</u>
Individual	30 mins	HAW/SAN/FLEM	\$ 60	\$420	\$ 480	\$ 540	\$ 600	\$ 660	\$ 720
Individual	1 hr	HAW/SAN/FLEM	\$ 110	\$770	\$ 880	\$ 990	\$1100	\$ 1210	\$ 1320
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (2 to 4 adult students)	\$ 55 pp	\$385	\$440	\$495	\$ 550	\$ 605	\$ 660
Holistic Vocal Grp (adult)	1 hr	HAW/FLEM (4 + adult students)	\$ 44 pp	\$308	\$352	\$ 396	\$440	\$ 484	\$528
Small Group, 2 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 50 pp \$37.50pp	\$ 350 \$262.50	\$ 400 \$ 300	\$ 450 \$337.50	\$ 500 \$ 375	\$ 550 \$412.50	\$ 600 \$ 450
Small Group, 3-4 stu. (children)	1 hr 45min	HAW/SAN/FLEM	\$ 42 pp \$31.50pp	\$ 294 \$220.50	\$ 336 \$ 252	\$ 378 \$283.50	\$ 420 \$ 315	\$ 462 \$346.50	\$ 504 \$ 378
Sun. B'fast Club	1 hr	SUR/SAN/FLEM	\$27.50pp	\$192.50	\$ 220	\$247.50	\$ 275	\$302.50	\$ 330
Karen Knowles' Classes									
Individual	30 mins	SUR	\$ 80	\$ 560	\$ 640	\$ 720	\$ 800	\$ 880	\$ 960
Individual	1 hr	SUR	\$ 150	\$ 1050	\$ 1200	\$ 1350	\$ 1500	\$ 1650	\$ 1800
Small Group, 2 stu.	1 hr	SUR	\$ 70 pp	\$ 490	\$ 560	\$ 630	\$ 700	\$ 770	\$ 840
Small Group, 3-4 stu.	1 hr	SUR	\$ 62 pp	\$ 434	\$ 496	\$ 558	\$ 620	\$ 682	\$ 744
Tuition Fees for 2010 are payable by:		<ul style="list-style-type: none"> Two terms in advance or by arrangement with your bank via direct debit or regular instalment. To receive a 5% discount on annual fees full fees must be paid by Thursday 22th October 2009 							
Amount Paid:		Date of Payment:			Day & Time of class:				
Method of Payment: (please circle)	<input type="checkbox"/> EFT (preferred)	<input type="checkbox"/> Cheque			<input type="checkbox"/> Money Order		<input type="checkbox"/> Cash (Karen Knowles students only)		
Payment Details: Payments preferred via internet banking (EFT, Westpac - Karen Knowles Enterprises Pty Ltd - A/C: 258 594 - BSB: 033172). Please use your surname as a banking reference and send us an email to confirm payment has gone through. Payments may also be made by cheque, PayPal or money order and sent to Karen Knowles Enterprises Pty Ltd, PO Box 437, Kew VIC 3101. Receipts not issued unless requested.									
<ul style="list-style-type: none"> Please note class times are subject to change (eg: teachers' illness/availability &/or venue availability). All reasonable care will be taken to give notice to students in such circumstances. 									

Refund Policy:

All fees are non refundable except where: (i) a class is cancelled by the Karen Knowles Singing School in circumstances where an alternate teacher or alternate class is not offered by the School within a reasonable time frame. In the latter case a full refund will be provided; (ii) a student withdraws from tuition due to illness or injury that prevents the student from completing the course; or (iii) exceptional circumstances prevent the student from completing the course (eg: unplanned move interstate, prescribed care taking of family member (father, mother, spouse/partner, child) due to illness or injury). In the last two cases all fees are refundable except a \$120 administration fee and a credit (minus the administration fee) can be held on file for future classes. Payments for enrolments will not be refunded due to a change of mind. All group classes require a minimum number of enrolments in order to run. Should a course not be able to commence due to insufficient numbers or teacher unavailability you will be advised as soon as possible and if an alternate teacher or alternate class cannot be provided within a reasonable time frame all fees will be refunded.

TERM FEES

In November each year you will receive the first notification for the following year's fees. 2010 Tuition Fees are payable by:

- Thursday 22th October 2009 – either **in full** (ie: the Annual Commitment with 5% discount for Term 1 to Term 4 2010 inclusive) or **by instalment** (with 2.5% discount ie: the first instalment, if paying by the Instalment Plan for fees for Term 1 & Term 2 2010).

For students utilising the instalment plan for 2010 fees, the second instalment for 2010 fees is payable by Saturday 5th June 2010 for Term 3 & Term 4, 2010. A yearly written commitment is required for individual tuition and all tuition fees are payable at least one term in advance.

**A late payment fee of \$100 will apply if a payment if payments are received 7 days after the relevant due date.
The Karen Knowles Singing School cannot permit a student to enter classes when fees remain outstanding.**

Confidentiality Agreement:

All information provided is confidential and is kept for the sole purpose of conducting the Karen Knowles Singing School. No information or data is made available to any third party unless required by law or where there is a prior request from the School and an agreement to provide such information from students concerned.

Privacy: Please see our website for our privacy statement (under Terms and Conditions under 'Classes')

Make Up Class Policy:

A maximum of two make-up classes are permitted per term for Individual lessons only. In order to qualify for a make-up class see non-attendance policy below. Please note make-up classes for individual classes must be completed within the term that they relate to. Times for make-up classes are to be agreed with the student and teacher directly and are to be made up within the same term. Arrangements can be made for long-term illnesses or lengthy vacations exceeding 3 weeks. Make-up classes are not applicable for group classes (such as adult group, small group and Saturday afternoon or Sunday breakfast club) as the class will still run in the students absence with teacher and venue costs still incurred. However, group class participants who miss a class may attend an alternate group class at another venue or timeslot to make up a missed class.

Missed Lesson/Non-Attendance Policy:

Students will forfeit classes they are unable to attend unless students are able to inform the School at least 48 hours before the class of their intended absence. In this circumstance, subject to teacher and time availability, an arrangement for a make-up class may be organised but cannot be guaranteed. All last minute class cancellations will have to be forfeited due to venue fees and payment for teacher's time.

For a full list of the Karen Knowles Singing School Terms and Conditions please visit our website: <http://www.karenknowles.com.au/>

PARENT / GUARDIAN'S AGREEMENT (as applicable):

I hereby give permission for my child to attend the Karen Knowles Singing School (KKSS) classes as marked in this enrolment form and I agree to pay for all fees as marked or ticked in this enrolment form or as otherwise communicated. I also give permission for the teachers of the Karen Knowles Singing School or staff at the School venues (including Community and Neighbourhood Houses) to seek any urgent medical attention that they deem necessary. I acknowledge that during tuition breaks (eg: lunch/morning tea) students may go to a play area adjacent to the venue. I acknowledge and agree that while the students will be supervised at that time no responsibility is taken for any injury, loss or damage that occurs to the student during the time at the playground/ play area. I hereby waive and release Karen Knowles Singing School, the teachers engaged by the school and Karen Knowles Enterprises Pty Ltd of any all liability for any injury, illness or loss incurred while attending the School classes or during tuition breaks. Unless written notification is given otherwise, I agree that photos or video recordings may be taken of the students during the classes for promotional purposes. I have no knowledge of any physical impairment that would be affected by the above-named student participating in the classes. The Karen Knowles Singing School reserves the right not to refund any of the fees due to the participant not attending the classes. I agree to abide by the KKSS's terms and conditions as set out in this form and at the School's website.

Parent/Guardian's Signature: **Date:**

STUDENT'S AGREEMENT (for students over 18 years of age):

I hereby agree to attend the Karen Knowles Singing School (KKSS) classes as marked in this enrolment form and I agree to pay for all fees (Term fees/Workshop fees) as marked or ticked in this enrolment form or as otherwise communicated. I also give permission for the teachers of the Karen Knowles Singing School or staff at the School venues (including Community and Neighbourhood Houses) to seek any urgent medical attention that they deem necessary. I hereby waive and release Karen Knowles Singing School, the teachers engaged by the school and Karen Knowles Enterprises Pty Ltd of any all liability for any injury, illness or loss incurred while attending the School classes or during tuition breaks. Unless written notification is given otherwise, I agree that photos or video recordings may be taken of the students during the classes for promotional purposes. I have no knowledge of any physical impairment that would be affected by my participation in the classes. The Karen Knowles Singing School reserves the right not to refund any of the fees due to me not attending the classes. I agree to abide by the KKSS's terms and conditions as set out in this form and at the School's website.

Student's signature:..... **Date:**.....