PROVOCALS

REGISTRATION FORM

Thank you for signing up with ProVocals

We trust that you will benefit from your vocal training with us. Kindly complete the registration form below and read through the Terms and Conditions on the back. Place your signature on the back after you agreed to the terms and we will process your registration as soon as possible.

PERSONAL DETAILS			
Student Details		**Account Holder Details**	
Name		**Name**	
Surname		**Surname**	
Email Address		**Email Address**	
Contact Number		**Contact Number**	
Age		**Payment Method**	☐ Cash ☐ EFT ☐ Bank Card
Gender			
Birthday			

LESSON DETAILS			
Package	**Details**	**Rate Per Month**	**Select**
1 Hour Vocal Training	Includes one hour vocal training every week of the month until cancelled.	**R 1100**	☐
1.5 Hour Vocal Training	Includes one and a half hour vocal training every week of the month until cancelled.	**R 1600**	☐
Custom Package			☐

SCHEDULING DETAILS	
Lesson Start Date	
Lesson Day	☐ Mon ☐ Tues ☐ Thurs ☐ Fri
Lesson Time	

Lessons and schedules will only be booked once payment has been received. For EFT payments, please send proof of payment to info@provocals.co.za. Bookings are reserved on a first-come, first-serve basis and are subject to availability.

EFT Banking Details
FNB - First National Bank

Account Number	6271 0378 945
Branch Code	250 655
Reference	Student Full Names

PLEASE SIGN THE TERMS AND CONDITIONS ON THE BACK

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TERMS AND CONDITIONS

Kindly familiarise yourself with the ProVocals terms and conditions. Read through it carefully and let us know if you have any questions.

- Anyone entering the ProVocals premises does so at their own risk. ProVocals and its staff will not be held liable for any damages or injuries.
- ProVocals reserves the right of admission.
- All lessons, bookings and services are subject to availability.
- Any damages to ProVocals equipment will be for the students' account.
- No one, except registered students, is allowed around the pianos, musical equipment or on the studio rehearsal floor.
- All students and the public is required to park on the parking bays outside the property and they do so at their own risk.
- No equipment or property of ProVocals Vocal Academy is allowed to leave the studio under any circumstances.
- Any damages or vandalism to ProVocals property or equipment will lead to the immediate dismissal of the student and their guests.
- There are no food or drinks allowed around any of the electrical equipment or musical instruments.
- All lessons and bookings are to be paid upfront every month.
- Pro-rata invoices are issued for students that sign up in the middle of the month only. No customised invoicing will be allowed once the student signed up – This includes if you signed up but would not be able to attend some lessons in a month. Make-up credits will be issued, and the full invoice would be payable.
- Students will receive their invoice on the 25th of each month which is due before the 1st of the following month.
- Account payments can be made cash, via EFT, debit or credit cards.
- If there is a payment problem, kindly let us know so that we can arrange for late payment before your first lesson of that month. This arrangement is not an accepted default agreement but rather a solution for once-off unforeseen circumstances.
- If an account is not settled by the 7th of the month, we will close the account and schedule a new student in that slot. Unfortunately, lessons cannot continue without payment.
- Due to the nature of our scheduling policies, we, unfortunately, do not offer any refunds.
- The academy will appreciate punctuality as we run back to back scheduled sessions. Lessons will only last for the time slot allocated and will not overlap.
- There are no lessons on weekends or public holidays.
- We offer a 23-hour cancellation policy. If a student cannot attend their lesson, we require a minimum 23-hours notice to cancel the lesson. Once we receive sufficient notice and confirm your cancellation, the student will receive a make-up credit in their account to book a make-up lesson. Unattended lessons will be marked as absent.
- A management system automates the reminder SMS and emails. Students cannot reply to these reminders as we will not receive your communication.
- Make-up credits expire after 60-days without notification. Students are responsible for booking their make-up lessons before their credits expire.
- There is no limit on the number of make-up credits that a student can accumulate; however, all make-up credit balances reset to zero after every quarter of the year. Make-up credit balances reset at the end of March, June, September and December.
- Make-up credits are not transferrable; they have no cash value and cannot be refunded. Make-Up credits cannot be used to pay for your next months' lessons. Make-up credits are strictly only valid to book a make-up lesson within 60-days or before the end of the quarter. Make-up credits cannot replace your default lesson bookings. Please use your make-up credits before you plan to leave the school – all make-up credit balances reset once a student resigns.
- An automated system manages the make-up credits. We are unable to manually adjust make-up credit balances because it revokes auto-tracking of available credit expiry dates.
- If for any reason the teacher needs to cancel a lesson, the student will be notified as soon as possible and a make-up credit will be issued to their account to reschedule a lesson.

I (student / parent) agree to the ProVocals Terms and Conditions as mentioned above. I accept the consequences should I not adhere to any of the terms and conditions. Herewith I also agree that ProVocals Vocal Academy cannot be held responsible for any loss or damage of property and cannot be held liable for any injury occurred by anyone on the premises.

☐ Agree

Full Names	Signature	Date