

How to apply
Havering Music School – Instrumental tuition request Please complete one form per child, USING BLACK INK AND BLOCK CAPITALS.
Your child's details:
Name:Date of Birth://M/F
I wish to apply for a lesson at my child's school/at Havering Music School/Centre: School Year:
Please decide which instrument(s) your child would like to learn, then enter the name(s) of the instrument(s) below
1st choice instrument:
2nd choice instrument (optional)
3rd choice instrument (optional)
Current Level: BEGINNER GRADE
I wish to apply for a lesson at my child's school/ at Havering Music School/Centre *PLEASE STATE SCHOOL
Now please decide which package you would like for your child - BRONZE SILVER GOLD £31.20 per month £52 per month £31.20 per month £52 per month £31.20 per month £52 per month
Your contact details:
Mr/Mrs/Ms/Dr:
Name:
Telephone:
Email:
Address:
Postcode:
Please send the completed form to: Havering Music School, The Walk, Hornchurch, RM11 3TL
The Council holds personal information about its customers and clients and Havering's residents. All the information about you that we hold is protected under the Data Protection Act 1998. The Act refers to users of personal information as "Data Controllers" (such as the Council) who must work within the requirements of the Act when receiving and using information about you.

Direct Debit Instruction

Please find below an Instruction to request payment by Direct Debits. The total amount of your instrumental lessons will be collected monthly. Please complete the form fully and return it to us by detaching this form, folding and sealing it, and posting back to us.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the London Borough of Havering will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request the London Borough of Havering to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the London Borough of Havering or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your Bank or Building Society.
- If you receive a refund you are not entitled to, you must pay it back when The London Borough of Havering asks you to.
- You can cancel your Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

Instruction to your Bank or Building Society to pay direct debits Please pay the London Borough of Havering Direct Debit from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Gebit Gearantee. I understand that this instruction may remain with the London Borough of Havering and, if so, details will be passed electronically to my Bank/Building Society. Full postal address of your Bank/Building Society To: The Manager Address Signature(s)	Just of account detailed in this Signature(s)	
Full postal address of your Bank/Building Society	54	ω
	Originator's Account Number	
	Signature(s)	
Postcode	Date	
Name(s) of Account Holder(s)	This section is not part of the instruction to your Bank/Building Society. LBH use only	uction to se only
Account Number	Customer name Address	
Branch Sort Code	Actioned by	

FWD to Bank