



Scratch Lab DJ Institute
Course Administration

71 Sunrise Avenue
Toronto, Ontario M4A 1A9

Last Name: _____ First Name: _____ Title: _____

Address: _____ Date of Birth: _____
(mm/dd/yy)

Email: _____

Telephone: Home: _____ Work/Cell: _____

Contact in case of emergency: _____ Phone: _____

Musical ability, if any? [please specify]

Do you own or have access to equipment? [please specify]

What are your musical interests and aspirations? [please specify]

How did you hear about Scratch Lab DJ Institute? [please specify]

Course Name:

To be completed where you are not paying your own course fee:

Name of parent / guardian / other: _____

Address of parent / guardian / other: _____

Phone numbers of parent / guardian / other: _____

Method of Payment: Cash [] Credit Card [] Debit [] Other []

Paid in full Yes [] No []

**I have read, understood and agree to all the Terms and Conditions of Enrolment set out by
Scratch Lab DJ Institute on the reverse**

Student: Signature: Date:

Person paying course fee: Signature: Date:

Countersigned – Scratch Lab staff member:



Definitions:

The 'School/Studio' shall mean: Scratch Lab DJ Institute of 71 Sunrise Avenue, Toronto, Ontario M4A 1A9 – or such premises as directed from time to time by Scratch Lab DJ Institute.

The 'Student' shall mean:

(name) _____ (address) _____

The 'Fee Payer' shall mean: the parent, guardian or other person named over leaf who has agreed to be responsible for paying all the course fees for the student, if not paying the fees him/herself.

The 'Course' shall mean: (name of course) _____

1. Registration and Course Fees

The Student / fee payer agrees to pay the full registration fee no later than 7 days prior the commencement of the Course. In the event that the Student / fee payer does not pay the full registration fee prior to the commencement date, the student's course will be cancelled by the School. If the Student advises the School, in writing, of their intention not to commence the Course within 7 days of lodging the enrollment form and registration fee, the paid registration fee will be refunded by the School. Failure to notify the School with the said 7 days will result in the registration fee being forfeited.

2. Class/Studio Use and Fee Payment

- a) The Student acknowledges that during his/her use of the studio(s) available to the Course he/she is responsible for ensuring no equipment in such studio(s) is damaged or stolen as a direct or indirect result of an act or omission on his/her part to exercise reasonable care in all use of studio equipment
- b) In the event that equipment in any studio(s) is damaged or stolen during the Student's use of such studio(s) as a result of an act or omission on his/her part to exercise reasonable care in such studio(s), the Student /fee payer agrees to pay all costs reasonable and necessary to replacing or repairing such equipment.

3. Late Payments

- a) A Student / fee payer's late payment of fees where the method of payment agreed to over leaf is in installments will result in the School canceling the Student Practical Time until such a time as the Course Fees are brought up to date.
- b) Repetitive late payments may result in the School, at their discretion, terminating the remainder of the Student's course.
- c) The School reserves the right to charge an administration fee of \$40 on unpaid cheques returned by the bank.

4. Equipment Breakdown

If a Student should lose Practical Time due to equipment malfunction, his / her Practical Time will be rescheduled at a time as shall be mutually convenient.

5. Course Timetable

The School reserves the right to alter course dates and course contents.

6. Practical Time

Individual studio time is booked by Students during the School's operating hours or during such other time that shall be made available by the School at their discretion.

7. Absence

- a) Non-attendance does not excuse the student from payment of fees.
- b) Should the Student decide to terminate his/her course, the School requires 14 days notice in writing, to be sent by mail, or handed in person, to one of the School's Director who shall acknowledge receipt. Failure to provide written cancellation will result in ongoing course fees being due and payable.

8. Student Conduct

- a) If a Student's conduct is deemed to be unsuitable to attend the School, the School reserves the right to expel the Student.
- b) All tuition fees are due up to the date of expulsion.

9. Entrance Requirements

In order to be considered for enrollment, the Student must provide a completed Registration Form together with the securing fee of \$50 (fifty dollars).

10. Student Records

All Student records are kept on file at the School and can be requested by the Students or their prospective employers. These records include the following information: Personal details, academic performance, payment schedules, attendance and lecturer's comments.

11. A Student enrolled at Scratch Lab DJ Institute agrees to be bound by the Terms and Conditions set out in this agreement.