

Request for Booking Private Lessons

Student's Name: _____
 Parent's Name: _____ Contact No.: _____
 Fax No.: _____ Email: _____
 Correspondence Address: _____
 Student's Current Booking: Wan Chai Centre Kowloon Centre

Date (Day)	Time	Instructor	Type of Class	Remarks

Terms and Conditions:

1. The possibility of booking is subject to the discretion of Hong Kong Percussion Centre.
2. The booking is confirmed only after the student has paid the full tuition fee at least one day before the class.
3. There will be no refund on the tuition fee once the booking is confirmed even if the student is late or not able to attend the classes.
4. There is no surcharge for rescheduling, if the student notifies the office in writing five days beforehand. However, approval of rescheduling is subject to the discretion of Hong Kong Percussion Centre. A **20% surcharge** on the tuition fee is required if the rescheduling is made **within one to four days** before the desired change. **No rescheduling is allowed if the student notifies the office less than one calendar day beforehand.** Under such condition, the student needs to pay the full class fee.
5. The rates and terms of service may be amended from time to time, subject to the discretion of Hong Kong Percussion Centre. However, all arrangements made before such amendments will be unaffected.

Parent's Signature: _____ Date of Request: _____

Official Use	
Handled by: _____	(Date: _____) / (Date: _____)
Approved by: _____	
Total amount: _____	

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