

Application Form 2026

Please complete the form below accurately and in full.
Incomplete applications may not be processed.

DATE OF APPLICATION

/ /

STUDENT INFORMATION

Full Name :	<input type="text"/>		
Nickname :	<input type="text"/>	Residential Address	<input type="text"/>
Date of Birth :	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Suburb	<input type="text"/>
Email :	<input type="text"/>	City	<input type="text"/>
Gender :	<input type="checkbox"/> Male <input type="checkbox"/> Female	Postal Code	<input type="text"/>
Tel: (C)	<input type="text"/>	Postal Address	<input type="text"/>
School: (if applicable)	<input type="text"/>	Postal Address	<input type="text"/>
School Grade: (if applicable)	<input type="text"/>	Postal Address	<input type="text"/>

PARENT / GUARDIAN INFORMATION

Title Dr Mr Mrs Ms Other: _____

Full Name

Postal Address

City Postal Code

ID no of person responsible for payment of account

Email : Tel (C):

Please select the tuition you are registering for:

Piano Pipe Organ Violin Cello Recorder Guitar
 Flute Clarinet Saxophone Music Theory Drums

Register Signature

Date

I am in possession of a copy of the Rules and Regulations and hereby agree to comply with and be bound by their terms.

THANK YOU FOR REGISTERING

Please email signed application form to us

✉ info@marcatoartsfoundation.co.za

Rules and Regulations 2026

1. General Information

Marcato Arts Foundation (hereafter referred to as "MAF") is committed to promoting and teaching the arts, especially music, to underprivileged communities and children. These rules and regulations ensure a structured and professional environment for all students, teachers, and staff.

2. Membership & Fees

2.1 Fees & Payment

- The monthly fee is payable in advance.
 - Practical R650 per student
 - Theory R150 per student (group lessons)
- Payments must be made by the 1st of each month.
- EFT payments are preferred due to high banking costs associated with cash deposits.
- Late payments (after the 5th of the month) will incur a R50 penalty.
- If a student falls two months in arrears, their participation in lessons and activities may be suspended until the balance is settled.
- Payments are non-refundable, except in special cases approved by the Director.
- Payments must be made to:
 - **Bank: First National Bank**
 - **Account Name: Marcato Arts Foundation (NPC)**
 - **Account Number: 6318 7583 670**
 - **Branch Code: 210835**
 - **Reference Number: Student's Name & Surname**
- Any bank charges on cash deposits will be added to the student's account.
- Lessons may be suspended if fees are outstanding. Re-registration and a R100 application fee may be required to continue lessons.
- Fees are subject to increase annually on 1 January.

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2.2 Sponsorship & Financial Assistance

- Limited sponsorships or bursaries may be available based on financial need and artistic potential.
- Applicants must submit a formal request with supporting documentation.

3. Code of Conduct

3.1 Student Responsibilities

- Students must arrive on time for lessons, rehearsals, and performances.
- Regular attendance is expected; absences must be communicated at least 24 hours in advance.
- Respect must be shown to teachers, fellow students, and staff at all times.
- No disruptive behaviour will be tolerated in lessons or group settings.
- Students must take proper care of instruments, equipment, and facilities.

3.2 Parent/Guardian Responsibilities

- Parents/guardians are responsible for ensuring timely payments and student attendance.
- They should communicate any concerns with teachers or the administration in a respectful manner.
- If a student is under 18, a parent/guardian must sign the enrolment agreement.

3.3 Teacher Responsibilities

- Teachers must maintain professionalism and uphold the values of the Foundation.
- They should provide structured, engaging, and educational lessons.
- Feedback should be provided regularly to students and parents (where applicable).

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4. Attendance & Withdrawal Policy

- Students are expected to attend at least 80% of scheduled lessons per term.
- If a student needs to withdraw, a 30-day written notice is required.
- If a student misses a lesson without prior notice, it will not be rescheduled or refunded.
- If a teacher cancels a lesson, a makeup session will be arranged.
- If a student fails to make sufficient progress due to lack of practice or irregular attendance, tuition may be terminated at the teacher's discretion.
- MAF will be closed on public holidays.
- Lessons may continue during school holidays, but this will be confirmed by the teacher.

5. Equipment & Instruments

- Students are encouraged to bring their own instruments where applicable.
- The Foundation may provide instruments on loan, subject to availability and a signed loan agreement.
- Any damage to borrowed instruments due to negligence must be covered by the student/guardian.

6. Performance & Participation

- Students are encouraged to participate in Foundation events, concerts, and external performances.
- Proper attire and behaviour are required at all performances.
- Performance schedules will be communicated in advance, and attendance is expected unless excused.

7. Examinations & Progress Reports

7.1 Progress Reports

- Students will receive a progress report at least once per year.

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7.2 External Examinations

- Students may enroll in external music exams (e.g., UNISA, Trinity, Royal Schools) with teacher's approval.
- Examination fees must be paid directly by the student.
- Teachers reserve the right to withdraw students from an exam if they are not adequately prepared.
- Exam fees are non-refundable once paid.
- Students wishing to take an individual exam must be registered for individual lessons.

8. General Rules

8.1 Music Materials & Copyright

- Photocopying of sheet music is illegal. Students must purchase their own materials.
- Sheet music will be provided by MAF where applicable.

8.2 Amendments to Rules

- The Foundation reserves the right to revise these rules annually if deemed necessary.

8.3 Interviews for Enrolment

- Prospective students (and parents, if applicable) may be required to attend an interview before enrolment.

8.4 Special Cases

- Special cases or exceptions may be considered at the discretion of the Director.

9. Disciplinary Policy

- Any violation of these rules will result in a verbal warning.
- Repeated offenses will lead to written warnings and potential suspension.
- Serious offenses (e.g., theft, violence, or disrespectful behaviour) may result in immediate expulsion from the program

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10. Protection of Personal Information Act (POPIA) Compliance

10.1 Data Collection & Use

- The Marcato Arts Foundation is committed to protecting the personal information of students, parents, and staff in accordance with South Africa's Protection of Personal Information Act (POPIA).
- Personal information collected includes, but is not limited to:
 - Full name and surname
 - Contact details (phone number, email, address)
 - Emergency contact information
 - Payment and banking details
 - Student progress records

10.2 Purpose of Data Collection

- Personal information is collected solely for the purpose of:
 - Administering lessons and tuition fees
 - Communication with students and parents
 - Exam registration and participation
 - Safety and emergency purposes

10.3 Data Protection & Confidentiality

- All personal data is stored securely and confidentially.
- The Foundation will not share personal information with third parties without prior consent, except when required by law.

10.4 Rights of Individuals

- Students and parents have the right to:
 - Request access to their personal data
 - Correct or update their personal information
 - Request that their data be deleted, provided it is no longer necessary for administrative purposes

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10.5 Communication & Marketing

- The Foundation may send communications regarding lessons, performances, and other relevant events.
- Students and parents can opt out of non-essential communications at any time by notifying the administration.

10.6 Permission for Photographs and Social Media

- The Marcato Arts Foundation may take photographs and videos of students during lessons, performances, and events for promotional purposes, including but not limited to social media, the Foundation's website, and printed materials.
- If a parent/guardian does not wish for their child's image to be used, they must submit a written request to the Foundation upon enrolment or at any time thereafter. The Foundation will take reasonable steps to ensure that the student is not included in promotional materials.
- By default, unless a written objection is received, it will be assumed that consent is granted for the use of photographs and videos as outlined above.