

STUDENT REGISTRATION FORM

First and last name _____

Birthday _____

First and last name of parent
(or guardian of under 18 years student) _____

Street / Num _____

ZIP / City _____

Email address _____

Cell phone _____

PROGRAM (instrument, class, course etc.) _____

PRIVATE SESSION
with KARA JOHNSTAD

2 x per month / 45 mins
 4 x per month / 45 mins

10 Lesson Pass / 45 mins
 Other _____

SCHOOL OF VOICE

TRIAL LESSON

45 mins

Private Lesson	<input type="checkbox"/> 30 minutes	<input type="checkbox"/> 45 minutes	<input type="checkbox"/> 60 minutes
10 Lesson Pass for Adults:	<input type="checkbox"/> 30 minutes	<input type="checkbox"/> 45 minutes	<input type="checkbox"/> 60 minutes
Private Group Lesson (2-4)	<input type="checkbox"/> 60 minutes	<input type="checkbox"/> 90 minutes	
Kids Group Class	<input type="checkbox"/> Kids Music Class	<input type="checkbox"/> Berlin Kids Choir	
Adults Group Class	<input type="checkbox"/> Women's Singing Class	<input type="checkbox"/> Other	

The registration form submitted will need to be signed by the student (or parent if under 18), at the end of Section A (terms & conditions), and at the end of Section B (privacy policy)

To be completed by School Of Voice:

Client ID _____ Monthly Tuition: _____ Start date: _____

Lesson Day: _____ Lesson Time: _____ Instructor: _____

Acceptance to School Of Voice / Date: _____ Signature _____
School Of Voice

A. General Terms and Conditions

1. Applicability

These General Terms and Conditions describe the contractual relationship between Kara Johnstad School Of Voice, represented by the sole proprietor Kara Johnstad (hereinafter called "Music School") and the Participant (hereinafter called "Student") or his legal representative ("Parent").

2. Registration

Registration is ongoing throughout the year, subject to space being available. Students declare their intention to enter into a binding contractual relationship with their registration through Music School's online registration system, an e-mail or their signature on the registration form. The contract for enrollment in the program specified in the application shall be formed only if Music School confirms the student's registration in writing by mail or email.

3. Teaching Location / Office

Our teaching locations are located at (1) Herbergerweg 14, 14167 Berlin-Zehlendorf and (2) Pasewaldstr. 16, 14169 Berlin-Zehlendorf, where you also find our office. If necessary, another teaching location can be announced at short notice.

4. Trial Lesson

Give us a try with a discounted first lesson. This is a good opportunity to find the best music school for yourself or your child, ask questions and see if the teacher and student are a good match. We offer a discounted trial lesson for most of our programs, but not for all: i.e. unless otherwise stated open group classes, and all services personally rendered by Kara Johnstad, and those offered by external third party service providers are excluded from this.

5. Contractual Period and Termination

The teaching agreement is entered into for an indefinite period of time. The teaching agreement can be canceled by both parties twice a year, with a four week cancellation notice at the end of February and August 31st. Excluded from this are single lessons and short term events. All withdrawal requests must be submitted in writing, i.e. by email to office@schoolofvoice.berlin. Any oral notifications addressing a teacher are not rendered effective.

6. Teaching Time

The duration of a teaching unit is as long as it is defined in the teaching agreement. There are no regular classes on Berlin school holidays (including bridge days), and public holidays, with the exception of private lessons given by Kara Johnstad. Typically, based on a calendar year, the academic year consists of 36 weekly teaching units.

7. Makeup Policy for Individual Lessons

The Music School does not require a teacher to make up any lessons cancelled by students with the exception of a flexible one-time lesson and flexible lessons deducted from a valid 10 lesson/class pass for adults, whereby in this case the latter shall be eligible for make-ups if canceled with more than 48 hours notice prior to the scheduled lesson time in our sole discretion.

In the event that a lesson/class must be missed it is requested that we are notified as soon as possible, preferably by cancelling your lesson/class in your online account, or by email or phone, so the teacher can plan accordingly. Please note that you are paying for date and time specific appointments, NOT a guaranteed number of lessons/classes.

No-shows and same-day cancellations are not eligible for make-ups. Payments MUST be made for all missed lessons. There is NO refund for classes missed because of a student absence.

Music School does not freeze any membership plans, except in extreme cases. If a student has missed 3 weeks of class due to serious illness, please inform our office immediately and present a medical certificate.

All missed lessons due to the teacher's absence, if substitute teacher is not available, will be made up. In the case that a student declines two make-up lesson times suggested by the teacher, no prorated refund for the remaining lessons will be given.

8. Tuition

The current tuition table (price list) shall be valid and integral part of the teaching agreement. The tuition fee for fixed-term contracts is an annual fee paid in 12 monthly installments.

Changes in the tuition table shall be promptly communicated to the participant. Participant is then requested to agree to the new tuition table within one month time. If the participant declines his consent, both parties shall reserve the right to cancel the contract without notice on substantial grounds.

Purchase is required to enroll in short term events like drop-in classes, workshops, seminars or concerts. Unless otherwise agreed, the agreed tuition or event fee is to be paid in advance and shall be due on the day of the event at the latest. Fees for commenced events, courses or course parts are to be paid in full. In case no written cancellation will be received at the latest 7 days before scheduled event, the full event fee will be charged.

9. Terms of Payment

Tuition, and fees and other service charges are payable in full immediately upon enrollment via money transfer to the account of Kara Johnstad at Deutsche Bank: IBAN: DE821007012400129353000
BIC/SWIFT: DEUTDEDB101,

Monthly tuition payments are due on the first day of each month in advance. Single payments can be made online within the music school's online registration system via Paypal.

Music School is entitled to charge Euro 5,00 for any reminder in case of default in payment. In the case of a returned debit, Music School will charge a processing fee in the amount of EUR 9.50.

10. Privacy Policy / Consent Clause

The valid version of the privacy policy of the music school is a binding part of the teaching contract. The data collected by the participant during registration are stored electronically and processed in accordance with the statutory EU General Data Protection Regulation (DSGVO).

The most important information in our privacy policy, which requires your express consent, is set out in part (B) below. The full text of the privacy policy is available on our website at schoolofvoice.berlin/privacy-policy/ in both the online HTML format and as a PDF document.

11. Liability Limitations

The liability of the Music School and legal representatives and assigns towards the students and users of the services made available by the Music School shall be limited to intent and gross negligence. The Music School is not responsible for personal property lost or damaged on our premises.

12. Legal Relations

The legal relations between the Music School and the participant are under private law. Customers (participants) are natural persons, who are not acting in the exercise of their commercial or independent professional occupation, as well as individuals or legal entities, or legally constituted private limited companies, with whom a business relationship has been formed, and who are acting in the exercise of their commercial or independent professional occupation. We will not acknowledge any standard terms and conditions of the customer (purchaser, participants), even in those cases where we have not expressly objected thereto.

13. Written Form Requirement, Place of Jurisdiction, Severability Clause

The teaching agreement must be in writing. Amendments, changes or any other agreements made verbally also require written confirmation before becoming effective. Exclusive jurisdiction is in Berlin, Germany. Shall one of these general terms and conditions be or become invalid or shall there be a gap in the general terms and conditions which has to be filled, this shall not affect the effectiveness of any other provision. In such a case the parties undertake to commence negotiations with the aim of replacing any invalid provision with a provision which comes as close as possible to achieving what the parties from the commercial point of view intended to achieve by means of the original provision.

With his signature, the participant confirms that he has received, read, understood and accepted the General Terms and Conditions.

Date

X

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Signature (of parent if under 18)

Continue reading on the following page!!

B. Privacy Policy

We take the protection of your data very seriously. The most important information in our privacy policy, which requires your express consent, is set out in part in the following sections. The full text of the privacy policy is available on our website at schoolofvoice.berlin/privacy-policy in both the online HTML format and as a PDF document.

1. Processing of data (customer and contract data)

We collect, process, and use personal data only insofar as it is necessary to establish, or modify legal relationships with us (master data). This is done based on Art. 6 (1) (b) DSGVO, which allows the processing of data to fulfill a contract or for measures preliminary to a contract. We collect, process and use your personal data when accessing our website (usage data) only to the extent required to enable you to access our service or to bill you for the same. Collected customer data shall be deleted after completion of the order or termination of the business relationship. Legal retention periods remain unaffected.

2. Registration on our website

You can register on our website in order to access additional functions offered there. The input data will only be used for the purpose of using the respective site or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise, we will reject your registration.

To inform you about important changes such as those within the scope of our site or technical changes, we will use the email address specified during registration. We will process the data provided during registration only based on your consent per Art. 6 (1)(a) DSGVO. You may revoke your consent at any time with future effect. An informal email making this request is sufficient.

3. Privacy Rights / Media Release

By signing at the end of this section (B), the Participant expressly agrees that the Music School may use photos or videos or other analogue or electronic media of him/her or his/her child for publications that serve to present the Music School, in printed, electronic or any other form, including, but not limited to, newsletters, brochures, flyers, press releases, advertisements, information guides, the school's website, the Kara Johnstad website, on Facebook pages and other promotional materials. For these purposes, the participant grants the non-exclusive, non-transferable, simple rights of use to the appropriate media to the music school free of charge and for an indefinite period of time. The information provided will be kept confidential and media (photos etc.) will never be sold. You have the option to revoke all or part of your consent at any time with effect for the future, a simple email to office@schoolofvoice.berlin for this purpose is sufficient.

4. Data transferred when signing up for services and digital content

We transmit personally identifiable data to third parties only to the extent required to fulfill the terms of your contract with us, and banks entrusted to process your payments. The data you provide will be processed based on Art. 6 (1) (a) (Consent) and Art. 6 (1) (b) General Data Protection Regulation (Processing for contract purposes).

By signing this document at the end of this document, the participant gives his explicit consent to the processing of data by the service providers listed below (data processors). You have the option to revoke all or part of your consent at any time with effect for the future, a simple email to office@schoolofvoice.berlin for this purpose is sufficient. It does not affect the processing of data previously collected.

MailChimp

Our website uses the services of MailChimp to send newsletters. This service is provided by Rocket Science Group LLC, 675 Ponce De Leon Ave NE, Suite 5000, Atlanta, GA 30308, USA. If you provide data (e.g. your email address) to subscribe to our newsletter, it will be stored on MailChimp servers in the USA.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant Music School and MailChimp your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where MailChimp's hosting services operate, for the purposes described in this policy.

The student or his parent (legal guardian) expressly agrees to receive from Music School educational information and other information, also those containing advertisement or promotional content, via email, direct mail, text messages (SMS) or other electronic media.

Pike13

This website uses the services of Pike13 to manage our music school. This service is provided by Pike13 Inc., 1221 E Pike St., Suite 200, Seattle, WA 98122, USA. Pike 13 may store and process the information through third party hosting services in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Music School and Pike13 your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where Pike13's hosting services operate, for the purposes described in our privacy policy. For details, see the Pike13 privacy policy at <https://www.pike13.com/privacy-policy/>.

DocuSign

Our website uses the services of DocuSign, a service for automating the agreement process through eSignature solutions. This service is provided by DocuSign Inc., with its headquarter based in 221 Main St., Suite 1000, San Francisco, CA 94105, USA. DocuSign may store and process the information through third party hosting services in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant Music School and DocuSign your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where DocuSign's hosting services operate, for the purposes described in this policy. For details see the DocuSign privacy policy at <https://www.docusign.com/company/privacy-policy/>.

vCita

Our website uses the services of vCita, which enables the Users and Music School to contact each other, schedule an appointment, form a contract, pay and receive fees, interact and manage their engagement by using the Web-App. This service is provided by vCita, Inc. based in 10777 Main Street Suite 203. Bellevue, Washington, USA and 38 Habarzel st. Building B, Tel-Aviv, 6971054, Israel. vCita may store and process the information through third party hosting services in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Music School and vCita your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where vCita's hosting services operate, for the purposes described in this policy. For details see the vCita privacy policy at https://www.vcita.com/about/privacy_policy/.

WhatsApp

Kara Johnstad and those affiliated with the music school use WhatsApp's services for internal and external messaging and calling with students, prospects and other contacts. Provider of these services is WhatsApp Ireland Limited, 4 Grand Canal Square, Grand Canal Harbor, Dublin 2, Ireland. WhatsApp may store and process the information in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Music School and WhatsApp your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where WhatsApp's hosting services operate, for the purposes described in this policy. For details, see the WhatsApp's privacy policy at <https://www.whatsapp.com/legal/?eea=1#how-we-process-your-information/>.

Facebook Messenger

Kara Johnstad and those affiliated with the music school use WhatsApp's services for internal and external messaging and calling with students, prospects and other contacts. Provider of these services is Facebook Inc., 1 Hacker Way, Menlo Park, California 94025, USA. Facebook may store and process the information in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Music School and Facebook your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where Facebook's hosting services operate, for the purposes described in this policy. For details, see the Facebook privacy policy at <https://www.facebook.com/about/privacy/update/>.

Skype

Kara Johnstad and those affiliated with the Kara Johnstad School Of Voice use Skype's services for internal and external communication via text, voice and video with students, prospects and other contacts. Provider of these services is Skype Communications SARL, a division of Microsoft Corp. (NASDAQ: MSFT), in 23-29 Rives de Clausen, L-2165 Luxembourg. Microsoft (Skype) may store and process the information in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Kara Johnstad School Of Voice and Microsoft (Skype) your explicit and unambiguous consent to transfer your personal information to the USA or to

any other jurisdiction where Microsoft's hosting services operate, for the purposes described in this policy. For details, see the Microsoft's privacy policy at <https://privacy.microsoft.com/de-de/privacystatement/>.

ZOOM

Kara Johnstad and those affiliated with the Kara Johnstad School Of Voice use ZOOM's services for internal and external communication via text, voice and video with students, prospects and other contacts. Provider of these services is Zoom Information Inc., 307 Waverley Oaks Rd Ste 405, Waltham, MA, 02452-8413, USA. ZOOM may store and process the information in the USA or in other jurisdictions, at its discretion.

If you are located in the European Economic Area, or in any other jurisdiction that regulates the transfer of personal information outside that jurisdiction, then you hereby grant to Kara Johnstad School Of Voice and ZOOM your explicit and unambiguous consent to transfer your personal information to the USA or to any other jurisdiction where ZOOM's hosting services operate, for the purposes described in this policy. For details, see the ZOOM privacy policy at <https://zoom.us/service-privacy/>.

The above information is an excerpt from our privacy policy. The full text of the privacy policy is available on our website at schoolofvoice.berlin/privacy-policy in both the online HTML format and as a PDF document.

With his signature, the participant confirms that he has received, read, understood and accepted this privacy policy.

Date

X

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Signature (of parent if under 18)