



SHARP SCALEZ

DIGITAL MUSIC SCHOOL

Parent Company : The PS Enterprises

BROCHURE

- STUDENT REGISTRATION
- STEPS FOR BOOKING
- CLASS MANAGE BOOKINGS
- AFFILIATION and PERKS
- TERMS and CONDITIONS

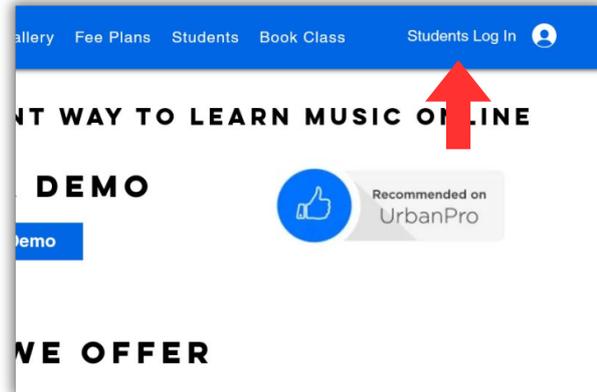
www.sharpscalez.com

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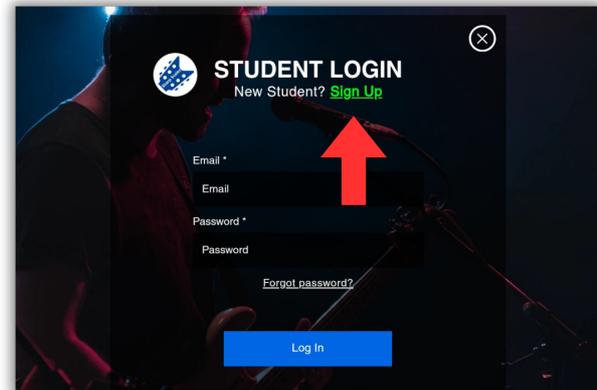
STUDENT REGISTRATION



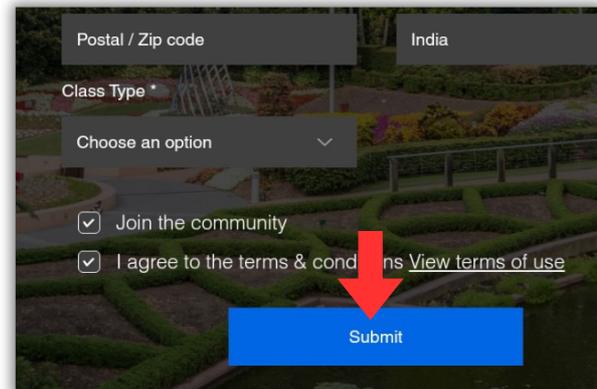
- Goto : www.sharpscalez.com and click on **Student Log In**. The same options will be available on **Phone/Tablet** also.



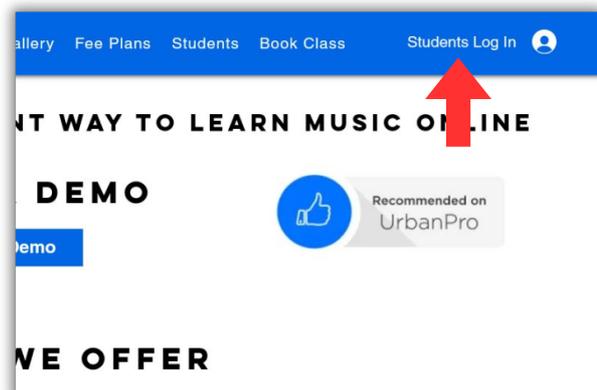
- Now, please click on **Sign Up** as you have to **register a new account** with the school. This will be a lifetime account, all your notes will always be available.



- Once you fill all the details in the boxes please click on **Submit**. Remember to put correct details in the boxes as the same will be used for **Certification** as well.



- A notification is sent to admin for approval of your new account, please wait for the approval to be accepted. Please **login** with the same **Email** and **Password** you used at the time of Registration.

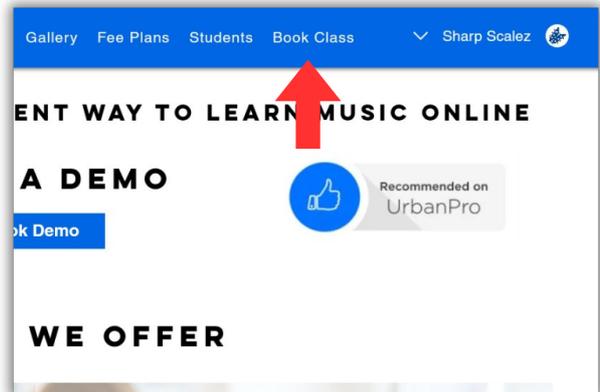


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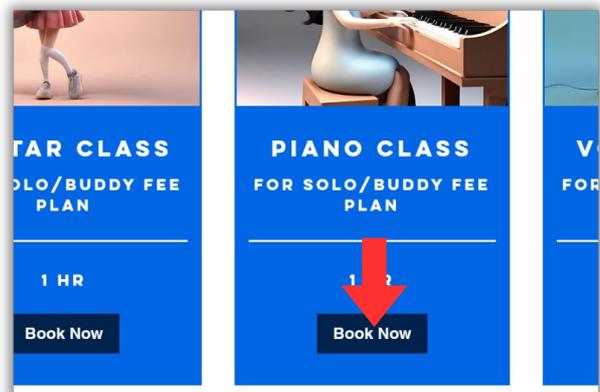
STEPS FOR BOOKING CLASS



- Make sure you are logged in with your account in order to **book** your classes. The student have to book their own classes. Please click **Book Class** on **website/app** in the top row.

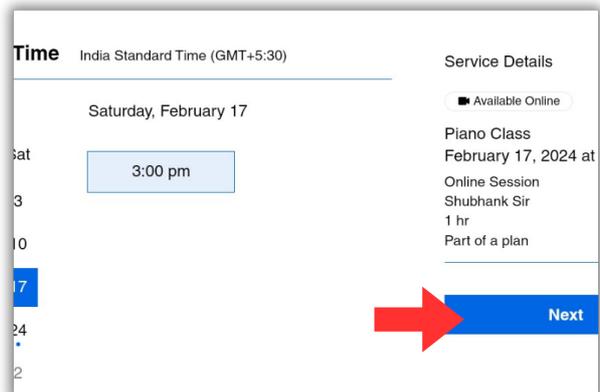


- Select your class type i.e **GUITAR, PIANO, VOCAL** or **UKULELE** and click on **Book Now**.

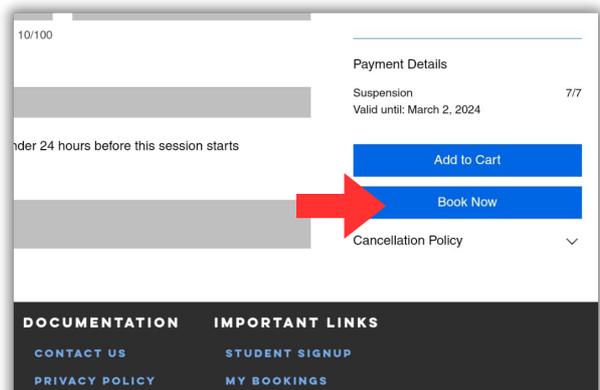


- Choose your date and time for the session, select the teacher's name. Click on **Next**.

NOTE : Kindly select the discussed schedule, any changes has to be informed to the admin. You may book classes for 1 month in prior.



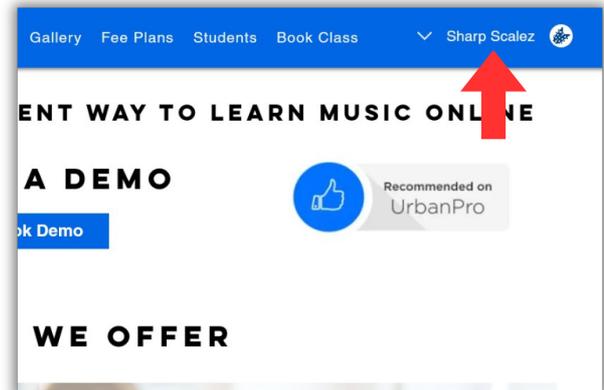
- On the next page kindly enter your **details** and click on **Book Now**. The session will be booked and and a link for **Google Meet** session will be generated, link for which can be found in **My Booking**. You can do multiple bookings too with **Add to Cart option**.



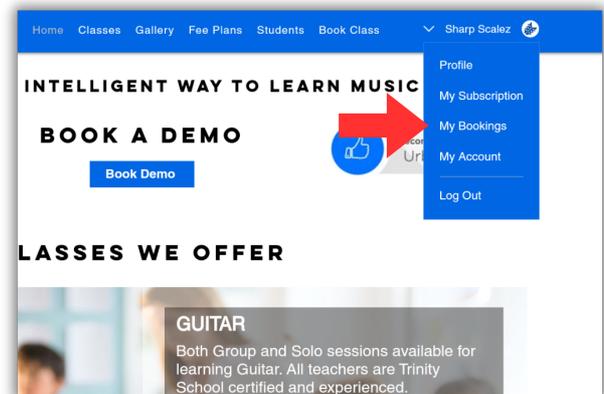
SHARP SCALEZ MANAGE BOOKINGS



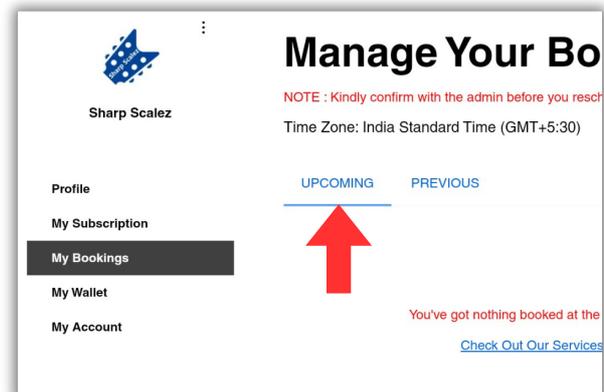
- Make sure you are logged with your account in order to check **bookings**. Please click on your name and it will show you a dropdown menu. On **phone** click on the **right top corner** to see the same options.



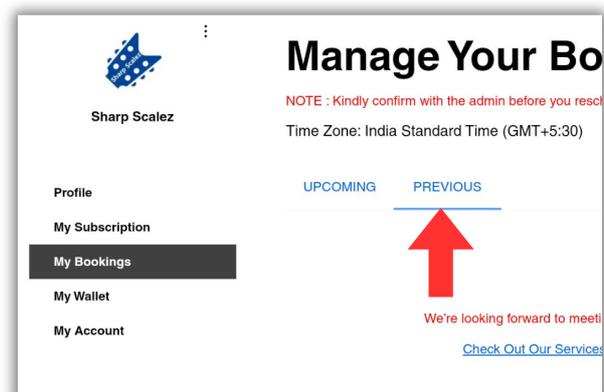
- Click on **My Bookings**. You may also check other tabs like **Subscription, My Account Settings** etc.



- Click on **Upcoming** in order to check the booked classes. This will also show you the **link** to connect for the class. Make sure, you will be responsible to **cancel** or **reschedule** your own classes, as the number of classes are counted by the system.



- Click on **Previous** in order to check the previous classes which were **attended** or **missed** without intimation to admin by the student.



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AFFILIATION and PERKS



Scarp Scalez Music school is affiliated to **Trinity College London**. We also provide certification of our own School in every six months. For which the certificate is mailed to the physical address of the student. Below is the sample of the certificate of our School.



- We also offer occasional discounts on **Fee Plans**.
- Referral bonus is also something you may opt for, and get discounts on the Fee plans.

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TERMS AND CONDITIONS



1. Every student has to **book his/her own classes**.
2. Students are requested to continue with a **proper communication** with the administration **via whatsapp** msgs.
3. The booking for a particular session can only be done **30 mins prior the class**, if not then it will be marked as **an absent**.
4. Fee once paid is **non-refundable**.
5. Discount is subject to availability.
6. If the student needs to **reschedule**, he/she has to **inform the admin via whatsapp msg**, the next available slot will be informed via the same.
7. Once the class is booked, if in case the student wants to reschedule it can only be done, if the Teacher is not connected. Once **the teacher is checked in the session, the class will be counted**.
8. If the class is cancelled by the teacher or the Administration, then the session will be rescheduled as per the student's and teacher's availability.
9. Students are requested to **not to share their contact details** to the teachers, without any intimation to the Administration.
10. Once **the fee plan is expired, the student will not be able to book** his/her classes, kindly **contact the Administration** for support.
11. Any **misbehavior or harassment** by the Teacher should be immediately informed to the Administration.
12. Any **fee / schedule / leaves** related issues will be discussed with the Administration only.
13. Any **pending classes** can only be rescheduled when there is an active fee plan on the account.
14. If in case the student wants to **take leaves**, following **extensions** can be provided :

Month Plan	No extension
Quarter Plan	1 month extension
Half Year Plan	2 months extension
Year Plan	3 months extension

 **Sharp Scalez**
Proprietor