



1. Fees:

- a. Lessons are provided on an annual basis and paid for each school term
- b. Annual tuition fees cover 36 lessons over a school year or an average of nine lessons each school term
- c. Tuition rates are set by the school and are charged on your school fees account
- d. Enrolment in the music program is subject to the full payment of all other general school fees and levies
- e. Enrolment forms must be accompanied by the **Resource / Enrolment Fee** to proceed
- f. Additional music books and / or accessories may be required and payments are arranged direct with tutors
- g. Issues regarding tuition fees should first be directed to the **Instrumental Music Coordinator**

2. Attendance:

- a. Timetables will be issued to families and / or students prior to the start of each school term
- b. Students are expected to attend lessons as shown on the timetable (variations will occur from time to time due to special school activities and other events)
- c. Students should not miss a lesson due to another school activity unless they are leaving the school or the tutors has been contacted in advance
- d. Early notice that a lesson will be missed will assist with re-scheduling another time
- e. No more than one (1) lesson will be re-scheduled due to family holidays taken during the school term
- f. Lessons will only be re-scheduled if:
 - i. The tutor has been notified the day prior to the scheduled lesson (contact details are on timetables)
 - ii. Due to sickness
 - The **Tutor** has been notified prior to the next lesson (text, email or phone)
 - If the tutor is absent and the annual lesson quota is not going to be met
- g. A message left on the school absentee line **is not** an acceptable form of notice as tutors do not have access to this information in a timely manner
- h. Re-scheduled lessons will be provided at a time convenient to the tutor in consultation with students
- i. Where a student enrolled in a pair lesson receives an individual lesson, this may count as two lessons

3. Change of Enrolment:

- a. Enrolment in the program will continue for a full school year unless altered or discontinued
- b. To meet the schools obligations to Instrumental Music Tutors, notice to discontinue or alter enrolment must be provided in writing (email or letter) to the **Instrumental Music Coordinator** at least four (4) weeks before the end of the respective school term
 - i. Four (4) weeks of paid lessons are required if notice is not provided as above; ie. notice given in week 8 will result in two (2) additional weeks charged in the following school term (depending on the number of lessons already provided to that date)
 - ii. Where notice is not provided by the last day of any given school term, students will be timetabled to a lesson for the following term and full fees will be due
- c. Lessons cannot be cancelled at any other time
- d. Enrolment in GROUP lessons for BAND, STRINGS and PERCUSSION requires commitment for a full calendar year unless changing to pair or individual lessons

4. Lesson Equipment:

- a. Lesson records, lesson books, music folder, pencil, eraser & own musical instrument (as required)
- b. Students will need to have a music stand and access to a CD player to use for home practise

5. General:

- a. Further enquiries should be directed to the **Instrumental Music Coordinator**