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 practice

5. General:
   a. Further enquiries should be directed to the Instrumental Music Coordinator