Music Tuition 2013
Information and Enrolment Form

Instrumental and Vocal Tuition is offered to students as part of the College curriculum. Music tuition is an optional, elective subject that is scheduled as part of the student’s weekly class timetable. Tuition is available on the following instruments: Flute, Clarinet, Bass Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Euphonium, Tuba, Acoustic Guitar, Bass Guitar, Electric Guitar, Percussion, Piano, Voice and Music Theory.

Lessons are offered on a weekly basis as shared or individual classes for 30, 45 or 60 minute duration. As the student becomes more proficient, he/she is required to participate in appropriate School ensembles. A new Music Enrolment Form is required in November for continuation of lessons in the following year.

TERMS AND CONDITIONS:
If the student does not adhere to the terms and conditions, or music fees are not paid by the due date, then lessons may not be timetabled and may be discontinued at the discretion of the Head of Music.

Responsibilities for the Student
• Once a student has been timetabled for a music lesson, it is his/her responsibility to attend at the correct time.
• The student should check the timetables posted on the intranet and on the notice boards in the Music School.
• Students should be encouraged to practice every day at home for the length of time indicated by the teacher.
  The attention and co-operation of parents in this matter is requested.
• A Music Record Book should be supplied by each student.
  This will enable staff to record the lesson, assign weekly work and the date and time of the next lesson.
• The student should record his/her weekly practice in this book.
• Parents are asked to view and sign the record book each week.
• Teachers and parents can communicate via the music record book.

Purchase of Music throughout the Year
The teacher may require that music be purchased throughout the year. Having the correct music is essential to enable the development of appropriate music skills.

Music Fees
• As Music Tuition is an optional, elective subject, parents will be billed music fees separately to school tuition fees.
• Music Fees for the year will be invoiced in February and must be paid by the start of each semester.
• Music fees are non-refundable, except in special circumstances such as extended absence or illness, where written notice is provided to the Head of Music.
• Pro-rata adjustments will be made if a student commences tuition in the middle of a term.
• Fees are for 14 lessons per semester. Lessons are normally of thirty minutes duration. Lessons are based on the recommended VMTA rate of $63 per hour ($31.50 per 30 min lesson). Longer lessons are available for students studying at more advanced levels and costs can be advised.
Lesson Rates:

<table>
<thead>
<tr>
<th>LessonType</th>
<th>Duration</th>
<th>Semester Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared – 3 students (Yr 7/8 Band students only)</td>
<td>30 minutes</td>
<td>$200.00</td>
</tr>
<tr>
<td>Shared – 2 students</td>
<td>30 minutes</td>
<td>$300.00</td>
</tr>
<tr>
<td>Individual</td>
<td>30 minutes</td>
<td>$440.00</td>
</tr>
<tr>
<td>Individual</td>
<td>45 minutes</td>
<td>$660.00</td>
</tr>
<tr>
<td>Individual</td>
<td>60 minutes</td>
<td>$880.00</td>
</tr>
</tbody>
</table>

Instrument Hire
- Instruments may be hired from the school subject to availability. Pianos, drum kits and electric guitars are not available for hire from the School.
- If your son/daughter will be hiring a School instrument the attached ‘Instrument Hire Form’ must be completed.
- Hire fees per Semester must be paid in advance.

Hire Rates
Hire is charged per semester and is subject to availability.
Rate: $100 per instrument.

Missed Lessons
- Lessons missed due to School arranged excursions or activities will not be charged.
- Lessons missed due to voluntary withdrawal from School or any other reasons will be charged.
- In the case of prolonged illness, special arrangements should be made with the Music School.
- The instrumental teacher will notify parents if their child has missed two consecutive lessons for unexplained reasons.

Termination of Lessons
If lessons are to be discontinued, **ONE SCHOOL TERM’S WRITTEN NOTICE** must be given to the Head of Music; otherwise an additional Term’s music fees will be payable. Notification must be received by the following dates:

*To Discontinue Music Tuition at the end of:*

- Term 1  Notice must be received by end February 2013
- Term 2  Notice must be received by end April 2013
- Term 3  Notice must be received by end June 2013

If students wish to change instrument, the fees are NOT transferable to tuition on another instrument.

Withdrawal of a Student from the School
Except in special circumstances, music fees will not be refunded unless written notification is received by the Head of Music as specified under ‘Termination of Lessons’ above.

Yours Sincerely

Matt Morse
matt.morse@thomascarr.vic.edu.au
Head of Music

Music School Telephone : 8734 2480
THOMAS CARR COLLEGE

INDIVIDUAL MUSIC TUITION ENROLMENT FORM 2013
COMPLETE THIS PAGE AND RETURN TO THE MUSIC SCHOOL

Student’s full name………………………………………………………………Year & Home Room in 2013………
Date of Birth…………………………………………………………………………………………………….
Name of parent/guardian …………………………………………………………………………………………….
Address………………………………………………………………………………………………………………….
………………………………………………………………………………………………………………………….…..
Telephone: Home …………………………………………… Business………………………………………..
Mobile………………………………………… Email address………………………………………………….

MUSIC Lesson Required (Please complete):   Voice                      Music Theory

Type of Instrument……………………….Beginner   YES / NO      Number of years tuition

Do you own the instrument?   YES  NO                   (Please Complete Hire Form on Reverse)

Lesson Charges – per Semester per type (please indicate type of lesson required):

<table>
<thead>
<tr>
<th>Lesson Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared lesson (3 students)</td>
<td>$200.00 (available for year 7/8 band students only)</td>
</tr>
<tr>
<td>Shared lesson (2 students)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Individual - 30 minute lesson</td>
<td>$440.00</td>
</tr>
<tr>
<td>Individual - 45 minute lesson</td>
<td>$660.00</td>
</tr>
<tr>
<td>Individual - 60 minute lesson</td>
<td>$880.00</td>
</tr>
</tbody>
</table>

TERMS AND CONDITIONS:
• Lessons are offered on an weekly basis for 30, 45 or 60 minutes.
• All efforts will be made to fit students into lesson preferences indicated above, but this will depend on demand – the Head of Music will contact you if your lesson type and/or instrument preference is not available.
• If the student does not adhere to these Terms and Conditions, or music fees are not paid by due dates, lessons may be discontinued at the discretion of the Head of Music.
• As the student becomes more proficient he/she is required to participate in appropriate School ensembles

Music Tuition Fees
• Music Fees will be invoiced in February; they are billed separately to school tuition fees.
• Fees are charged for the full year i.e. two semesters, and can be paid half in March and balance in July.
• Pro-rata adjustments will be made if a student commences tuition in the middle of a term.
• Music fees are non-refundable, except in special circumstances, such as extended absence or illness.
• Additional lessons may be negotiated between individual teachers and parents but this arrangement must be confirmed in writing to the Music School prior to the commencement of extra lessons.

Termination of Lessons
If lessons are to be discontinued by the student, ONE SCHOOL TERM’S WRITTEN NOTICE must be given to the Head of Music; otherwise an additional Term’s fees will be payable. Notification must be received as follows:

To discontinue music tuition at the end of:
Term 1   Notice must be received by end of February 2013
Term 2   Notice must be received by end April 2013
Term 3   Notice must be received by end June 2013

Withdrawal of a Student from School
Except in special circumstances, music fees will not be credited unless written notification is received by the Head of Music as specified under 'Termination of Lessons' above.

I understand and agree with the terms of enrolment for Individual Music Tuition including the procedures for the discontinuation of lessons as set out above.

Signed …………………………………………………………………………………………………………..…… (parent/guardian)  Date ……………….……….
THOMAS CARR COLLEGE

INSTRUMENT HIRE 2013

A limited number of instruments are available for hire for students taking individual tuition. Generally, hired instruments are available for one year, after which students are encouraged to purchase their own. Exceptions to this request will be considered in the case of very expensive instruments. In Year 7 there is no hire charge as all students borrow school instruments for the class instrumental band program. Year 8 students who continue with the band program also have no hire charge for the use of their instrument.

TERMS AND CONDITIONS OF HIRE:

Hire Rates
Hire is charged per semester and is subject to availability.
Rate: $100 per semester per instrument
All students must return their hired/borrowed instruments to the Music Dept at the end of the school year (or when the student ceases music lessons, if during the year).
Instruments not returned by the due date will be charged at full replacement cost, no exceptions.

Care of Instruments
The School wishes to emphasize the need for students to exercise great care with all instruments issued by the School. The School cannot meet the costs of damage caused by careless or rough handling and that parents will be charged for repairs and replacement of parts due to damage by students.

Storage of Instruments
Students must store instruments, including privately owned instruments, in the specific storage areas provided by the School. Music Staff will advise of the location of these areas. If an instrument is lost or damaged in non-approved areas of the School (e.g. gymnasium, pavilions, outside classrooms, passageways etc.) parents will be liable for payment of repairs or replacement of the instrument.

Loss or Theft of Instruments
In the case of the loss or theft of a School owned instrument, while at home or in transit to and from the School, parents must reimburse the School for its replacement value, or the insurance excess charge, whichever is the lower. It is expected that the utmost care be exercised in the handling and assembly of the instrument and its safe keeping, especially while traveling by public transport. Privately owned instruments are not covered under the School’s Insurance policy.

APPLICATION FOR INSTRUMENT HIRE 2013

I, ..............................................................................................................(parent/guardian)

wish to hire a ...................................................................................... (type of instrument) for 2013.

Student’s name ....................................................................................in Year .......................(2013)

I understand and agree with the Terms and Conditions and fees outlined above.
I authorize any necessary repairs to be arranged by the School and charged to my account.

Signed ................................................................. (parent/guardian) Date .................................