



Music Tuition 2018 Information and Enrolment Form

Instrumental and Vocal Lessons are part of Music Tuition that is offered to students in Year 7 to 12 as an **optional, elective** subject and scheduled as part of the student's weekly class timetable within the College curriculum. 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.

All students wishing to participate in private music lessons, must submit a Music Enrolment Form in November each year to advise their intention to commence or continue this elective subject in the following year.

Lessons are on a weekly basis and can be taken 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.

Terms and Conditions:

If the student does not adhere to the terms and conditions, or music fees are not paid by the due date, lessons 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 sheets throughout the Year, as requested by the teacher - it is essential for students to have the correct music 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 each semester will be invoiced in February and July and must be paid within 30 days.
- 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, where written notice is provided to the Head of Music.
- Fees are for 14 lessons per semester and are based on the recommended VMTA rate per 30-minute lesson.
- Music fees are reviewed annually and may increase at the start of each year, in line with changes to the VTMA rate.
- Lessons are normally of thirty minutes duration but longer lessons are available for students studying at more advanced levels.

Lesson Rates for 2018:

LESSON TYPE	DURATION	SEMESTER FEES
Shared – 3 students (Yr 7/8 Band students only)	30 minutes	\$225.00
Shared – 2 students	30 minutes	\$340.00
Individual	30 minutes	\$455.00
Individual	45 minutes	\$690.00
Individual	60 minutes	\$920.00

Instrument Hire

- Instruments may be borrowed from the school, subject to availability. Pianos, drum kits and electric guitars are not available for loan from the School.
- If your son/daughter wishes to borrow a School instrument, the attached 'Instrument Loan Request Form' must be returned with the completed Music Enrolment Form.
- When the instrument is issued to your student, the Music Teacher will give them an "Instrument Use Agreement" to take home. The Agreement must be signed by the parents, to acknowledge that they accept the terms and conditions of the loan and use of the School's musical instrument.
- The completed "Instrument Use Agreement" must be returned to the Music Teacher by the student's next music lesson; the College retains the right to recall the instrument if this agreement is not signed or returned.

Hire Rates

- No hire fees apply but full replacement cost will be charged if an instrument is damaged, lost or stolen.

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 start of:

- ❖ Term 2: Notice must be received by 28 February 2018
- ❖ Term 3: Notice must be received by 31 May 2018
- ❖ Term 4: Notice must be received by 24 August 2018

If students wish to change instrument, the lesson fees are only transferable to tuition on another instrument, at the discretion of the Head of Music and Business Manager.

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



Mr Matt Morse
Head of Music

Email: matt.morse@thomascarr.vic.edu.au
Music School Telephone: 8734 2480

PLEASE RETAIN PAGES 1 & 2 FOR YOUR FUTURE REFERENCE

Student's full name.....Year Level in 2018

Name of Parent/Guardian:.....

Home Address:.....

..... Postcode

Parent's Contact Phone during school hours:..... Home Work Mobile

Parent's Email address.....

MUSIC Lesson Required (Please complete): Voice Music Theory

Type of Instrument:..... Beginner: YES / NO If NO, number of years previous tuition:

Do you own the instrument? YES NO Note: If you wish to borrow the instrument from the School, please complete the "Instrument Loan Request" on the back of this form.

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

Shared lessons (3 students) \$225.00 (available for year 7/8 band students only)

Shared lessons (2 students) \$340.00 Individual - 45 minute lessons \$690.00

Individual - 30 minute lessons \$455.00 Individual - 60 minute lessons \$920.00

TERMS AND CONDITIONS OF MUSIC TUITION:

- 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
- 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.

Music Tuition Fees

- Music Fees will be invoiced in February and July; they are billed separately to school tuition fees.
- Fees are charged for each of two semesters, and must be paid within 30 days or by the advised due date.
- Pro-rata adjustments will be made if a student commences tuition in the middle of a term.
- Music fees are non-refundable for unused lessons, except in special circumstances, such as extended absence or illness, upon provision of appropriate supporting evidence such credit is at the discretion of the Business Manager.

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 start of:

- ❖ Term 2: Notice must be received by 28 February 2018
- ❖ Term 3: Notice must be received by 30 May 2018
- ❖ Term 4: Notice must be received by 24 August 2018

If a student has withdrawn from the School, music fees for unused lessons will only be credited at the discretion of the Business Manager, if sufficient written notification was 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

Instrument Loan Request for 2018

TERMS AND CONDITIONS OF INSTRUMENT LOAN:

Loan of an instrument is subject to availability, and is at the discretion of the Head of Music.

A limited number of instruments are available to be borrowed by students taking individual Music Tuition. Generally, 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.

All students must return their borrowed instruments and accessories to the Music Department at the end of the school year, by the advised return date, (or when the student ceases music lessons, if during the year), without exception.

A signed "Instrument Use Agreement" must be returned by the parents when the student has received the instrument.

- Charges will be billed for instruments not returned by the date specified on the Use Agreement.
- The College retains the right to recall the instrument if any of the specified terms and conditions are not adhered to.

There is no hire charge but full replacement cost will be billed for any damaged, lost or stolen School instruments.

Care of Instruments

The student is responsible for the instrument and accessories for the duration of the specified loan period, and therefore needs to exercise great care with the instrument issued by the School. The instrument or accessories should not be loaned to or used by another student for any reason. The School cannot meet the costs of damage or loss of items loaned to students. Therefore, parents will be charged replacement costs for a damaged instrument and/or its accessories, regardless of how the damage or loss occurred, except for normal wear and tear.

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, and/or its accessories, 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 and/or accessories.

Loss or Theft of Instruments

In the case of the loss or theft of a School owned instrument and/or accessories, while at home or in transit to and from the School, parents must reimburse the School for its replacement value. It is expected that the utmost care be exercised in the handling and assembly of the instrument and its safe keeping, especially while travelling by public transport.

Please note: privately owned instruments are not covered under the School's Insurance policy.

Request for Instrument Loan 2018

This form should be completed and returned with the "Music Tuition Enrolment" form above.

I,(Parent/Guardian)

request that a (type of instrument)

be loaned to my child:

Student's namein Year (2018)

whilst he/she is enrolled in music lessons at the College during 2018.

I understand and agree to:

- abide by the Terms and Conditions outlined above;
- sign and return the "Instrument User Agreement" when issued at the time my child receives the borrowed item; and
- return the instrument and accessories by the (earlier of) advised due date or cessation of music lessons, in good condition.

SIGNED:..... (Parent/Guardian) **DATE:**.....