

Office Use Only

Date Received: / /



INSTRUMENTAL MUSIC TUITION CONTRACT

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Acoustic Guitar | <input type="checkbox"/> Electric Bass | <input type="checkbox"/> Trombone |
| <input type="checkbox"/> Bassoon | <input type="checkbox"/> Electric Guitar | <input type="checkbox"/> Trumpet |
| <input type="checkbox"/> Cello | <input type="checkbox"/> Flute | <input type="checkbox"/> Ukelele |
| <input type="checkbox"/> Clarinet | <input type="checkbox"/> Oboe | <input type="checkbox"/> Viola |
| <input type="checkbox"/> Double Bass | <input type="checkbox"/> Percussion | <input type="checkbox"/> Violin |
| <input type="checkbox"/> Drum Kit | <input type="checkbox"/> Piano | <input type="checkbox"/> Voice |
| | <input type="checkbox"/> Saxophone | |

Student Name: _____

Student Year Level: _____

Parent/Guardian Name: _____

Parent/Guardian Telephone: _____

Parent/Guardian Email: _____

Prior Experience:

- Student has undertaken lessons on this instrument in the past
- Student has not undertaken lessons and is new to this instrument

If the student has undertaken lessons on this instrument in the past, please provide some details regarding experience and levels of achievement. This could include AMEB examination levels, years learning or playing the instrument and other ensemble or performance experience on the instrument:

I understand that Music tuition will be billed each term and is payable in advance.

I understand Enrolment is an annual commitment and is considered ongoing from term to term unless notification of termination is provided. Lessons cannot be cancelled during term time and four weeks' written notice is required to the appropriate campus Music Administrator to terminate lessons. Termination of lessons will take effect from the following term.

I have read the 2021 Music and Ensembles Handbook

I have read and accept the terms noted on page 3 of this contract

Preferred length of lesson:

30 minutes

45 minutes

60 minutes

Name of preferred teacher (if known). The school will endeavour to accommodate your request if possible.

Parent/Guardian signature: _____ Date ____/____/____

Please complete one form per instrument and return to the office of the appropriate campus either in person or by email:

Primary and Kindergarten: deb.wright@preshil.vic.edu.au

Secondary: judy.o'donnell@preshil.vic.edu.au

INSTRUMENTAL MUSIC TUITION TERMS

1. Every effort will be made to encourage older students in the Arlington 10s and 11s to get themselves to music classes, while younger students will be collected by tutors for their lessons. Students in Year 7 will be given one term to learn how to get themselves to their music lessons, where tutors will collect them from class if they do not arrive on time. After this, it is expected that all secondary students will know their time and will be able to get themselves to their lesson. Students who do not arrive on time will be marked as absent and the lesson will not be made up.
2. You will be notified of your child's first lesson either by phone or email. Please allow at least ten days for confirmation from a tutor. Lessons usually commence in the second week of each term.
3. There are eight lessons per term that are billed prior to the commencement of each term. Lessons commenced part-way through a billing period will be charged on a pro-rata basis. All billing enquiries should be directed to the Business Manager.
4. In cases where lessons have been missed due to school events (excursions, exams, camps etc), tutor illness or student issues (where sufficient notice has been received), tutors will make all reasonable attempts to provide a make-up lesson. In some cases this may require a longer lesson. In the event a make-up lesson is unable to be scheduled, the value will be credited to your account. If it is known that a child will be absent from school for any reason, parents should report the absence on 9817 6135 before 8:30am on the day.
5. If a student's injuries prevent them from playing an instrument, the tutor may offer theoretical-based lessons for a time until the student is able to resume playing. Where the injury is prolonged (more than two weeks) or recovery time unpredictable or unknown, parents have the option to cancel lessons with four weeks' notice. Any queries relating to such cases should be brought to the attention of Karoline Kuti as soon as the tutor is notified.
6. Enrolment is an annual commitment and is considered ongoing from term to term unless written notification of termination is provided. Lessons cannot be cancelled during term time and four weeks' written notice is required to the appropriate campus Music Administrator to terminate lessons. Termination of lessons will take effect from the following term. If terminating, we value all feedback. We take the happiness of the children extremely seriously and want to ensure every student enjoys and feels supported by the program.
7. Four weeks' term time notice in writing to the appropriate Administrator is required if your child wishes to change instruments.