

TERMS AND CONDITIONS



INSTRUMENTAL AND VOCAL LESSON FEES

Individual lessons 40 minutes	\$64
Paired lessons* 40 minutes	\$43
Suzuki group lessons 60 minutes	\$26

*Paired lessons are only available by special arrangement and are subject to availability.

Music Tuition lessons are charged to Tuition Fee Accounts at the end of each term for actual lessons taken within that term.

Where notification of student absence from scheduled lessons fails to meet the Music (Instrumental and Vocal) Tuition 2017 Terms and Conditions, fees for that lesson will be charged to Tuition Fee Accounts.

INSTRUMENT HIRE FEES

Instrument hire charge for all instruments (except oboe, saxophone and bassoon)	\$78 per term
Instrument hire for oboe and saxophone	\$93 per term
Instrument hire for bassoons	\$98 per term

CHARGES

Instrument hire is charged per term or any part thereof. Hire charges will be billed to Tuition Fee Accounts at the end of each term.

There is no charge for summer hire and continuing students are strongly encouraged to keep their instrument during the holidays.

DAMAGE OR LOSS

The instrument is supplied complete and in good working condition with required accessories. Any repairs or maintenance required as a result of damage or negligence during the period of hire is the financial responsibility of the hirer. All such repairs and maintenance must be carried out through the Music Department with the full cost thereof being charged to the parent's fee account. Any queries regarding instrument repairs or maintenance must be directed to the Music Administrator on 9383 0222 or email music@mlc.wa.edu.au.

INSURANCE

The instrument is not insured by the College against accidental damage or theft during the period of hire. It is the responsibility of the hirer to adequately insure the instrument against accidental damage or theft.

ISSUE AND RETURN OF INSTRUMENT

All hired instruments must be scanned electronically by Music Administration when being issued and returned.

MUSIC (INSTRUMENTAL AND VOCAL) TUITION 2017 TERMS AND CONDITIONS

ENROLMENT

1. A student cannot commence Music Tuition without written notification from their parent/guardian on the appropriate Music (Instrumental and Vocal) Tuition Enrolment Form.
2. The College aims to provide weekly, 40-minute lessons for all students enrolled in Music Tuition.
3. Contracts for Music Tuition are made between parents/guardians and the College, and not with individual Music Tutors.
4. The College reserves the right to provide alternative Music Tutors where necessary.
5. Students must complete a minimum of two full terms' tuition or 16 lessons from the date of enrolment.
6. Students are required to purchase a Music Record Book and take it to lessons. Parents must check and sign the book each week.

CHARGES

7. Music Tuition fee schedules are published annually by the College and can be viewed in the Music (Instrumental and Vocal) Tuition Terms and Conditions in the Parent Handbook on the Wyvern.
8. Lessons are charged to Tuition Fee Accounts at the end of each term for actual lessons taken within that term.
9. Where a student fails to attend a lesson at the scheduled time and insufficient notice has been given (refer clauses 17, 18, 19 and 20), that lesson will be charged to Tuition Fee Accounts.
10. Where a student does not complete a minimum of two full terms' tuition or 16 lessons from enrolment, the outstanding balance of lessons (to 16 lessons) will be charged to Tuition Fee Accounts.
11. The cost of accessories (i.e. reeds, strings, music books, sheet music and exams) will be charged to Tuition Fee Accounts.

TIMETABLE

12. Music Tutors enter student lesson times in the Music Record Book each week for the following week. Lesson times also appear on the MLC digital timetable (Connect) and are visible to parents, students and other MLC teachers.
13. Music lessons for students in Pre-Kindy through to Year 10 are timetabled during normal school hours and times are rotated regularly.
14. Music lessons for students in Years 11 and 12 may be taught outside of the school timetable (i.e. before or after school).
15. Music Tutors will notify students (and Junior Years' parents) of any changes to scheduled lessons. Such changes should be confirmed by students and/or parents as appropriate.
16. Where appropriate notice is received or where a Music Tutor is absent, lessons will, wherever possible, be rescheduled. Lessons that cannot be rescheduled will not be charged. The College is not able to guarantee make-up lessons.

ATTENDANCE

17. Where illness or other similarly unforeseen circumstances prevent a student from attending a lesson, Music Tutors must be notified directly by e-mail before 6pm on the day prior to the day of the lesson. E-mails must be copied (cc'd) to Music Administration.
18. Music Tutors must be notified one full week in advance if a student cannot attend a lesson because of a school camp, sports carnival, excursion, incursion, assessment or any other foreseeable circumstance.
19. All teachers at the College are aware that students must be allowed to attend scheduled music lessons. Assessments, incursions or excursions are scheduled with at least one week's notice to allow the effective timetabling of and attendance at instrumental and vocal lessons. Classroom teachers are expected to make alternative arrangements for assessments where insufficient notice has been given to students.
20. Music Tutors must be notified at least one full week in advance if students are taking holidays during term time.

WITHDRAWAL

21. A student cannot withdraw from Music Tuition without written notification from their parent/guardian on the appropriate Cancellation of Music Lessons Form. Enrolments may only be cancelled with effect from the end of any term after the completion of two full terms' tuition.
22. A Cancellation of Music Lessons Form must be received by Music Administration no later than:
 - Friday of Week 3 Term 1 - for withdrawal at the end of Term 1
 - Friday of Week 3 Term 2 - for withdrawal at the end of Term 2
 - Friday of Week 3 Term 3 - for withdrawal at the end of Term 3
 - Friday of Week 5 Term 4 - for withdrawal at the end of Term 4The Cancellation of Music Lessons Form may be downloaded from the Parent Handbook on the Wyvern.
23. Outside of these dates, 8 weeks' notice must be given for withdrawal from Music Tuition (using the Cancellation of Music Lessons Form). Alternatively, payment for the equivalent of 8 lessons from the date of Music Administration receives the Cancellation of Music Lessons Form will be accepted in lieu of notice.
24. A student remains enrolled in Music Tuition until completion of the notice period in accordance with points 21, 22 and 23 above.

COMMUNICATION

25. All notice of absence must be sent to the relevant Music Tutor using their MLC e-mail account and copied (cc'd) to Music Administration. Notice sent to other College departments (including Absentees) does not constitute notice with regard to the Music (Instrumental and Vocal) Tuition Terms and Conditions.
26. Questions or concerns about Music Tuition enrolments, charges, cancellations or other matters should be addressed to Music Administration.
27. Questions or concerns about timetabling, attendance or student progress should be addressed in the first instance to the relevant Music Tutor on their MLC e-mail and copied (cc'd) to Music Administration.

CONTACT

Music Administration
music@mlc.wa.edu.au or 9383 0222

Music Tutors
initialsurname@mlc.wa.edu.au (i.e. John Smith is jsmith@mlc.wa.edu.au)