



MUSIC TUITION APPLICATION AND AGREEMENT

STUDENT NAME

CURRENT YEAR LEVEL HOME PHONE PARENT'S MOBILE

PARENTS EMAIL

ADDRESS

INSTRUMENT(S)

PREVIOUS EXPERIENCE

PREFERRED MUSIC TEACHER

Instrument Hire: Do you wish to hire an instrument? Yes / No (please circle)

Instrument hire is \$80 per term (or part thereof) and will be charged to your school account.
Instrument hire form must be completed by parents prior to collection of the instrument.
Instrument hire is \$60 for the December & January Holiday period. A Holiday Hire Form must be completed.
Students are to return instruments to their music tutor or the Music Department immediately after their last lesson. Hire forms are to be signed by parents and a member of staff on return of the instrument.
Please note that pianos and drum kits are not available for hire.

Fees:

All individual Junior School lessons are 30 minutes \$40
All individual Senior School lessons are 40 minutes \$52

Comments:

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Student Agreement:

I agree to take responsibility for the following-

1. Check the timetable notice board for my lesson time.
2. Contact my Music Teacher on their mobile phone and email in the event of illness, tests, excursions or any other activity which could impact on my lesson time.
3. Remember to bring my music and instrument to **all** lessons.
4. Regularly check my school email for general information and changes in lesson times.

Parent/Guardian Agreement:

I have read and agree to the Terms and Conditions in the attached information sheet.
I am aware there is a five week notice charge (not inclusive of holiday periods) for cancellation of lessons.

Parent/Guardian Name Date.....

Parent Signature..... Student Signature



TERMS AND CONDITIONS

- A minimum of five weeks written notice (this does not include holiday periods) is required from parents if they wish to discontinue lessons or to change music tutor. Lessons will not be cancelled until written authority is received from the parents. Please send an email to toni.boyd@sthildas.wa.edu.au and also inform the Music Teacher. Students are entitled to have lessons during this notice period.
- If students need to suspend lessons for a period of time and resume at a later date during that same year, they must give five weeks notice (this does not include holiday periods) of the suspension date of lessons and confirm the date the lessons will resume. Suspension of lessons is only available during a set calendar year and cannot be rolled over to a following year.
- Students will be charged for missed lessons due to illness. However, as a matter of courtesy, please call or send a message/email to your daughter's Music Teacher or email the Music Department toni.boyd@sthildas.wa.edu.au so they are aware your daughter will be absent on that day. It may be possible to reschedule the lesson, although this cannot be guaranteed. This will need to be discussed with the Teacher.
- Fees may be waived for a specific ongoing illness which we have been made aware of. Please notify the Music Teacher and the Music Department in writing in this instance.
- If a subject assessment or examination has been scheduled at the same time as a music lesson, it is your daughter's responsibility to contact her Music Teacher at least one week in advance in order to arrange an alternative lesson time.
- Music Teachers must be notified a week in advance if a student cannot attend a lesson for reasons such as a school camp, excursion or incursion.
- Parents and students must give one term's notice (this does not include holiday periods) if they intend taking holidays during term time. If sufficient notice is not received the students will be charged for the duration of this time.
- Lessons will be charged to your school account each term. The School will provide a minimum of 32 lessons per year per instrument. If you require more than 32 lessons, please discuss this with the music tutor and the Director of Music.
- Students are required to enrol for a minimum of one term.
- Students will be given a Music Record Book and must bring this book with them to all lessons. This is the communication between parents and tutors of their daughter's progress, scheduled lessons and any issues requiring attention. If the book is lost the replacement cost will be put on your student account.
- Lessons for Year 12 students will cease at the end of Term 3 unless other arrangements have been made with your daughter's music tutor and the Head of Music.
- Any sheet music required and not otherwise provided by the School, should be arranged between the Music Teacher and the student. The Music Department will order music for boarders only and this will be charged to the boarder's school account.
- After each lesson your daughter must hand the Class Leave orange slip, signed by the Music Teacher, to Student Services and return promptly to her regular timetabled lesson. (Required by Senior School students only.)

- Students do not need to re-enrol for the following year as lessons will automatically continue in the next year (with the exception of Year 12 students) until written notice of withdrawal is given.
- If your daughter wishes to learn more than one instrument, the second instrument must be out of school time or during lunch time. There are no lessons given during recess time in Junior School.
- Individual voice lessons are only available for girls in Junior School from Year 3.
- Priority for the out of school times is given to the Year 11 and Year 12 students who must not miss any academic subjects for music lessons. The preference is then given on a grading scale to the older students.
- All lessons are taught on an individual basis.
- Year 2 String Program lessons are all individual 30 minute lessons.
- Instrumental Lessons shall be payable under the same conditions as School Fees. Should lesson charges and/or School Tuition Fees not be paid by the due date, and where no other arrangement has been reached with the Director of Finance & Business Operations, participation in lessons may be suspended.

Hire, Storage and Insurance of Instruments

- Instruments can be hired from the School for a fee which will be charged to your account. After 12 months, parents are encouraged to purchase a suitable instrument for their daughter. New students have priority for hire instruments before students who have had 12 months use.
- When hiring an instrument parents need to complete a St Hilda's Hire Agreement Form. The instrument will be given to your daughter on completion of this Form.
- A holiday hire fee of \$60 will be charged for the December/January holiday period. A Holiday Hire Agreement Form will need to be completed. The instrument will be given to your daughter on completion of this Form.
- All St Hilda's hired instruments are to be handed in to the Music Department at Senior School during Term 4 to be checked on our inventory. If a student is continuing with music lessons the following year and you want to keep the instrument over the Christmas holiday period, it is necessary for parents to complete the Holiday Hire Agreement Form.
- All instruments, whether hired or privately owned, must be stored in the designated areas in the Music Studio or in the Una Mitchell building during the day. Instruments are not to be left outside classrooms at any time.
- In the case of hired instruments, it is the responsibility of parents for loss, theft or damage at your home under your household insurance. Loss, theft or damage to instruments during transit must also be covered under your personal insurance policy.
- Instrument hire charges will only cease when the instrument is returned to Senior School music department. Hire costs will continue on overdue instruments until they are returned.
- All instruments and cases should be clearly labelled with the student's name and contact details.
- Name tags for instruments are available from the music department and must be put on the instrument case.

Responsibility of Parents or Guardians

- Encourage regular practice according to the Music Teacher's advice.
- Check and sign the Music Record Book on a weekly basis.
- Supervise the care, cleaning and maintenance of the instrument.
- Encourage your daughter to join an Ensemble. It is vital, for the development of all young musicians, to be a regular member of the co-curricular program eg. orchestra, choir, band ensembles. Please refer to the Music Handbook for Co-curricular details.
- Read and understand the guidelines about notice periods, as set out in the Terms & Conditions above.