



COLLEGE INSTRUMENTAL AND VOCAL MUSIC TUITION TERMS AND CONDITIONS

7. Students are required to practice, be punctual to lessons, be prepared for lessons and bring their Music Record Book to all lessons. Parents must check and sign the book each week.

8. It is expected that students taking instrumental and/or vocal tuition will participate in College Ensembles.

CHARGES

9. Music Tuition fee schedules are published annually by the College and can be viewed on the College website.

10. Lessons are charged based upon 8 lessons per term and may be paid in full or through an approved payment options using the Direct Debit Form.

11. Where a student fails to attend a lesson at the scheduled time and insufficient notice has been given (refer to clauses 20, 21, 22, 23 and 24), that lesson will be charged.

12. Cancellation of or withdrawal from the lessons requires eight (8) weeks written notice. Any outstanding balance will remain due and payable until expiration of the notice period. Until written notification is received by the Music Administrator, the student will remain enrolled and charged accordingly, regardless of whether the student attends lessons.

13. The cost of accessories (i.e. replacement Music Record Book, reeds, strings, music books, sheet music and exams) will be charged as an additional cost.

14. In the event 16 lessons are not administered by the end of Term 2 or Term 4, a credit will be arranged by the Accounts Department.

TIMETABLE

15. Music Tutors enter student lesson times in the Music Record Book each week for the following week. Lesson times also appear on the College timetable (Seqta) and are visible to parents, students and other Lumen Christi College staff.

16. Music lessons for all students through to Year 10 are timetabled during normal school hours with times rotating regularly.

17. Music lessons for Year 11 and 12 students may be taught outside of the school timetable (i.e. before or after school).

18. Music Tutors will notify students and parents of any changes to scheduled lessons. Such changes should be confirmed by students and/or parents as appropriate.

19. 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

20. Where illness or other similarly unforeseen circumstances prevent a student from attending a lesson, Music Tutors must be notified directly by email before 7:30am on the day of the lesson. Emails must be copied (cc'd) to Music Administration (lumenmusic@cewa.edu.au)

21. 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, or any other foreseeable event.

22. All teachers at the College are aware that students must be allowed to attend scheduled music lessons. When there is a clash between an assessment and a music lesson, the student is expected to attend their music lesson and make alternative arrangements with their classroom teacher to complete the missed assessment at another time.

23. Music Tutors must be notified at least four full weeks in advance if students are taking holidays during term time.

WITHDRAWAL

24. A student cannot withdraw from Music Tuition without written notification from their parent/guardian on the appropriate Cancellation of Music Lessons Form. Enrolments can only be cancelled with eight (8) weeks' notice or at the end of the year for the next school year. (refer clause 5 and 6)

25. A student remains enrolled in Music Tuition until completion of the notice period in accordance with clause 24 above.

CONTACT

Music Administration
lumenmusic@cewa.edu.au or 9394 9337

Music Tutors
Firstname.Surname@cewa.edu.au