



PRIMARY INSTRUMENTAL PROGRAM MUSIC TUITION TERMS AND CONDITIONS

CHARGES

9. Music Tuition fee schedules are published annually by Lumen Christi College and can be viewed on the College website.
10. Lessons are charged at the beginning of each year, based upon 8 lessons per term (32 annually) and may be paid in full or through an approved payment option as per the Primary Instrumental Program Music Agreement.
11. Where a student fails to attend a lesson at the scheduled time and insufficient notice has been given (refer to clauses 19, 20, 21, and 22), that lesson will be charged.
12. Cancellation of or withdrawal from the instrumental lessons requires four (4) weeks written notice. Any outstanding balance will remain due and payable until the 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 the lessons.
13. The cost of accessories (i.e. replacement Music Record Book, reeds, strings, music books, sheet music and exams) will be purchased separately.
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 are also emailed to parents.
16. Music lessons for all students are timetabled during normal school hours with times rotating regularly.
17. 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.
18. 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

19. 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)
20. 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.
21. All teachers 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 lessons. Classroom teachers are expected to make alternative arrangements for assessments where insufficient notice has been given to students.
22. Music Tutors must be notified at least four full weeks in advance if students are taking holidays during term time.

WITHDRAWAL

23. 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 four (4) weeks' notice or at the end of the year for the next school year. (refer clause 6 and 7)
24. A student remains enrolled in Primary Instrumental Program Music Tuition until completion of notice period in accordance with clause 23.

CONTACT

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

Music Tutors
Firstname.Surname@cewa.edu.au