



## TERMS AND CONDITIONS FOR PARTICIPATING IN THE MUSIC PROGRAM

### **Organising Music Lessons**

Lessons are organised by completing the "Music Tuition" Application form and forwarding it to the Music Coordinator via Campus office. The music tutor assigned will make contact with you in order to discuss arranging lesson times and other relevant information. All lesson allocations are subject to availability of rooms and tutor timetables.

Waiting lists are maintained where applications exceed placement positions, but reapplication is required for the following year to update details and be aware of any policy changes. Senior students are given first preference for lesson times that fall outside of school academic teaching hours (for example, 7:00am to 8:30am and 3:15pm to 5:00pm).

### **Music Lesson Details**

**Music Diary** - All students will be issued with a Music Diary at a minimal cost. Communication with parents will be via the diary, as well as detailing practice required for the following lesson.

**Timetables** - Instrumental tutors will complete their timetables in advance and display it on the window in Music Rooms; parents will also receive a copy as will each campus office. It will show the day and time of the next lesson. Lesson times for secondary will rotate weekly to ensure class disruptions are kept to a minimum.

**Lesson Payment** – For new students, the music tutor will send an account home for the complete term by the end of the second lesson. Total payment for the term is expected by the due date on the invoice. For continuing students the account will be sent home by week 8 of the previous term with payment due by the date on the invoice, or the first Friday back at school. Lessons will be suspended until payment is received. The current rate is **\$30 per private lesson** (\$33 including GST where applicable) **and \$23 per shared lesson** (\$25.30 including GST where applicable).

All payments are to be made directly to the music tutor either in person, by mail or electronic banking and not left at reception to be passed on to the tutor concerned. The Music Program accepts no responsibility for delivering payments to instrumental tutors.

**Missed Lessons** – Music students are encouraged to accept responsibility for their own learning. This is a fundamental requirement for success in music. Music tutors are professionals in their field and teaching lessons at Southern Cross Catholic College is part of their livelihood.

**Insufficient notification for missing a lesson will mean that the lesson is charged to the parent with no obligation by the tutor to reschedule the lesson.** In the event that the tutor is absent, an alternative lesson time will be scheduled. If this is not possible, a refund will be issued at the end of the term or credit will be taken off the next invoice. **If a student is ill on the day of the lesson, the music tutor must be notified by 8am on that day.**

**Notification for lessons outside of school hours** – Sufficient time must be given for missing a lesson outside of school hours and must be at least by 8.00pm the night before the lesson. Lessons outside of school hours is a privilege and the lesson will be covered if insufficient time is given for the cancellation of a lesson.

**Music tutors should be notified directly.** Once the tutor has been contacted, the lesson will be rescheduled (or refunded, if rescheduling is not possible). If a student's lesson falls on a public holiday, an alternative time will be rescheduled or a refund issued.

**Cancellation of Enrolment** - Lessons cannot cease part way through a term, only at the conclusion of a term.

**Four weeks notice of intention to cease lessons must be given in writing to the Tutor.** The Music Program reserves the right to withdraw tuition if the above requirements are not met.

Steve Petersen  
Instrumental Music Coordinator  
Southern Cross Catholic College  
Ph 3480 3651  
[spetersen@bne.catholic.edu.au](mailto:spetersen@bne.catholic.edu.au)