



Carey

Baptist
College
Harrisdale

Music Tuition Program Parent Terms and Conditions 2025

1. Contract of Enrolment

- 1.1 To enrol in the Individual Music Tuition Program, simply read these Terms & Conditions, then fill out the “Music Tuition Program Contract of Enrolment” obtained from the College website. Alternatively, you may request this document from the Music Administrator: musicadmin@carey.wa.edu.au.
- 1.2 Please complete the Contract of Enrolment before the start of Term One – i.e, by 15th January. After this time the online enrolment link will be disabled and individual enrolment will be negotiated with the Music Administrator. Previous enrolment does not guarantee continued enrolment for the following year.
- 1.3 Please submit one contract per child, per instrument. For example, if your child wishes to learn the piano and clarinet, please complete two separate contracts.
- 1.4 The Contract of Enrolment is for the whole year. There is no need to resubmit a Contract of Enrolment form each term or each semester.

2. Withdrawal from the program

- 2.1 **Withdrawal from the individual tuition program can only be made at the end of Term Two (before Term Three commences) and Term Four.** Withdrawal should be done before the timetables have been set and the invoices sent out.
- 2.2 **Students in the Year 5 Assisted Entry Program may only withdraw at the end of Term Four.**
- 2.3 Any withdrawal must be submitted in writing to the tutor *and* Music Administrator, and a withdrawal form should be signed. *Fees apply for late notice or early withdrawal.*
- 2.4 Either party - tutor or parents - may terminate the contract during this notice period. NB: Where it is in the best interests of both parties for the contract to end early, this will be negotiated on a case-by-case basis by the music tutor and the Director of Music. Fees may still apply.
- 2.5 Parents wishing to end the contract outside of the notice period may be required to pay a **full term’s fees to the music tutor** for their time commitments and breaking the terms of the contract. Instrument hire fees may also apply. *This includes withdrawals from the school.*

3. Timetables

- 3.1 Timetables are arranged by individual tutors. Lessons are scheduled on a rotating basis so that ideally no student misses the same classroom lesson/activity more than twice a term. **Please note that depending on the instrument, tutors may only work one day a week, which will impact lesson scheduling.**
- 3.2 **Fixed or out-of-school-hours lessons are kept for Year 11 & 12 students on the ATAR pathway**, or students with a recognised IEP, where fixed or extra-curricular lessons are recommended by the IEP committee.
- 3.3 You can access the timetable via your child’s SEQTA account (through the ‘Timetable’ section). If you are new to the school, please notify the Music Administrator who will be able to send you a welcome email via SEQTA.
- 3.4 It is you/your child’s responsibility to check the timetable each week for music lessons. Music tutors will not regularly notify students of their individual lessons unless there has been a lesson swap on the day.

4. Absences

- 4.1 Every effort is made to timetable music lessons around exams, excursions, and other events in the College calendar. **Although an event may be published in the College calendar, it is the responsibility of the parent/child to give a week's notice of any intended absence to the tutor.**
- 4.2 **Students who are sick or absent on the day of a lesson will forfeit that lesson, regardless of notification. Make up lessons or credits will not be offered.**
- 4.3 Students who suffer a long-term injury or illness may qualify for credit for missed lessons. Credit arrangements are at the discretion of the Director of Music and must be discussed with the tutor at the first opportunity. Credits may only be offered on presentation of a medical certificate in this instance.
- 4.4 If a student has a course test or assessment planned during a scheduled lesson time, the student must sit the test/ assessment as a priority and notify the tutor of the clash at the earliest convenience. In every case, secondary students are provided with advance notice of tests or assessments, therefore it is the responsibility of the student or parent to contact the tutor to arrange a lesson swap or a change in lesson time. This must be done a week in advance.
- 4.5 NB: the day of/before the lesson is not adequate notice for the tutor to arrange a timetable change. **If families do not give adequate notice (at least a week), they will be charged for the lesson.**
- 4.6 Only absences by the tutor will be credited or made up later in the term.

5. Instruments

- 5.1 Students must have a quality instrument at home for regular practice.
- 5.2 The College does not hold stock of instruments to rent or loan out, therefore it is your responsibility to hire/buy your child's instrument before they commence their first lesson/band rehearsal. NB: This does not apply to students in the Year 5 Assisted Entry Program. Please contact the Music Administrator for more information on where to hire.

6. Music Practice Record Book

All students enrolled in the Music Tuition program will be given one Music Practice Record Book per instrument of study. This book will be used all year and will be issued by their tutor when the student commences lessons. Students who lose their Music Practice Record Book will be provided a new one by their tutor. **In this instance, the College Accounts branch will issue a \$10 invoice.**

7. Fees

7.1 Lesson Fees

Invoices are emailed out by the Music Administrator at the start of each term, and are paid (by you) directly to the Music Tutor.

Fees are billed per scheduled lesson and are invoiced in advance each term. Invoices are payable within the usual accounting period of fourteen (14) days. Where there are queries on amounts charged, you must email the tutor in the first instance. **There are no refunds of fees.**

- 7.2 **Fees are paid directly to the Music Tutor concerned, via bank transfer. Cash is not accepted.**

- 7.3 *Families experiencing financial difficulty should contact their Music Tutor to discuss alternative arrangements.* Tutors would much rather hear from parents and make arrangements to be paid in instalments than be left wondering.
- 7.4 Where fees remain unpaid after the close of the normal accounting period and no special payment arrangements have been made, the College will instigate debt recovery procedures on behalf of the tutor through the Accounts office. **Lessons will be suspended until monies are recovered.**
- 7.5 **Schedule of fees:**
30 minute lessons: \$37.50 per lesson
45 minute lessons: \$56.25 per lesson
60 minute lessons: \$75.00 per lesson
- 7.6 Where credits are due, these will be accounted for in the next invoice cycle.

8. Extended Absence

If you are planning to take holidays during term time, please let your tutor and the Music Administrator know. Families planning to take holidays during term time should be aware that this is not advisable, as it causes considerable disruption to the learning routines being developed by students.

- 8.1 **Normal fees will apply where notice is not provided according to the timeframe mentioned (see Absences 4.1).**

9. Family Music Levy

- 9.1 The College bears a significant proportion of the costs associated with running a successful Music Tuition Program. The costs of ongoing copyright licensing, publishing, photocopying, maintenance and upkeep of College instruments and musical equipment, along with periodic maintenance of music facilities are extensive.
- 9.2 Families enrolled in the College Music Tuition Program are charged an annual non-refundable Music Administration Levy. **The levy is set by the College at \$260** and can be direct debited if enrolled before the end of Term Four. There are no refunds on the Administration Levy, even where a contract of enrolment is cancelled.
- 9.3 It is important to note that this levy is charged per family, not per student. For enrolments commencing in Semester Two, families will be charged 50% of the annual music levy.

10. Resource orders

- 10.1 Copyright law prohibits the photocopying of music scores, books and such items for individual Music Tuition purposes; therefore, it's important that each student has a personal copy of the particular resource(s) that is being used during lessons.
- 10.2 In partnership with our preferred supplier The Sound Centre, the College operates a direct-supply system for the purchase of music books, scores, and musical accessories (such as reeds, strings, metronomes, tuners, etc).
- 10.3 From time to time, Music Tutors will request that a certain book, score, or piece of equipment be purchased for a student. The Music Administrator will order the item on behalf of the student and send an email asking you to arrange payment with The Sound Centre. Upon payment, the item will then be delivered to the student through the College Music team. This service has many benefits:

- No rushed after school trips through peak hour traffic to the local music store

- No mental anguish or concern over which product or edition is best
- Timely delivery of the item, directly to your child's tutor
- Guaranteed school-discount prices, with a minimum discount of 10%
- No postage or freight costs.

10.4 This service is provided at no extra cost to parents. **Parents not wishing to purchase a resource should let their tutor know.**

11. Lessons

11.1 Students must bring their own instrument with them to each music lesson or rehearsal.

11.2 Tutors will collect students from class for their lesson if they are in Pre-primary to Year 3. From Year 4 upwards, all students are required to make their way to Building M for their music lessons. This may involve signing out of the class at Student Services and collecting all materials in case they are unable to return to the original class.

11.3 Tutors will conduct lessons one-on-one in the Secondary School - Building M. In the Year 5 Assisted Entry program, group lessons are conducted.

11.4 Examinations

The College endorses and teaches the Australian Music Examinations Board syllabi. Students may be expected to complete grade-based examinations, which provide structure, training in technique, style and reading and possibly contribute toward the WACE for senior year students. Examination fees are charged by the AMEB and are the responsibility of each family. There will be an additional cost if an accompanist is required.

NB: it is the parent's responsibility to organise enrolment in AMEB exams, when requested by tutors. All certificates and results will be sent direct to the applicant.

12. Year 5 Assisted Entry

12.1 The Year 5 Assisted Entry Program is by invitation only.

12.1.1 To accept the invitation to participate in the Year 5 Assisted Entry Program, a Contract of Enrolment must be submitted, after having read this Terms & Conditions booklet carefully. Invitations are sent out in Term Four for entry into next year's program.

12.2 The submission of the contract also acknowledges:

- Parents agree that the College provides paired or group lessons and instrument hire for Semester One only at no charge.
- Parents agree that lessons and hire of the allocated instrument will be their responsibility commencing Semester Two.
- Withdrawal after Semester One is not possible and students must commit to study for the remainder of the year.
- Attendance is required at Year 5 Concert Band or String Orchestra on a weekly basis. *This usually takes place before or after school, and lasts for an hour.*

12.3 Costs for the Assisted Entry Program

12.3.1 **At the commencement of Semester Two, parents will take over financial responsibility for both music lessons and instrument hire.** Tutor lesson invoices will be emailed at the start of Terms Three and Four.

12.3.2 Lessons will be paired or small group 30 minute lessons and will be charged **pro-rata** fees. Lessons will be at a discounted rate, typically one third of the cost of a standard lesson.

12.3.3 Music instrument hire costs vary from instrument to instrument. Carey Accounts will

invoice parents at the beginning of Terms Three and Four. Please speak to the Music Administrator for pricing.

12.3.4 Students are provided with a music book by the Carey Music department. Bear in mind that there may be additional music books required for lessons and band. If so, it will be the responsibility of individual families to pay for these books.

12.3.5 All hire instruments/ provided books must be returned at the end of the year. Parents must make their own arrangements to buy or hire instruments for students that wish to continue their music education.

Please note the College covers the cost of the annual instrument hire. If you buy your child an instrument and do not return the hired one before Term Three commences, you will be charged the instrument hire cost for the term.

13. Bursaries

13.1 Bursaries are by invitation only.

13.1.1 To accept the invitation to participate in the Bursary Program an enrolment form must be submitted after having read these Terms and Conditions carefully.

13.2 The submission of the contract acknowledges:

- Parents agree that the College provides paired or group lessons, a Music Practice Record Book, and the initial music book/s at no charge.
- Parents agree that hire cost of the allocated instrument will be the responsibility of each family on a term-by-term basis.
- Commitment to the Music Tuition Program is required for the whole year.

14. Secondary Classroom Music & the Individual Music Program

14.1 From Year 8 onwards, all students taking Music Specialist/ ATAR Music as a classroom subject must be learning an instrument (or voice) from a professional tutor of that instrument. The tutor can be based at Carey or external.

15. Practice

15.1 Music tutors are very important in terms of helping the student become a better musician, but tutors cannot make a better musician; they can only show a student how to improve. The student has to do the improvement themselves, and mostly in their own time. The music lesson time is the time that the student shows the tutor how they are doing at the moment. The tutor will tell them what they need to work on next, and how to work on it. **Students don't really have time to practice or improve during the lesson**, there's only enough time to gain insight into *how* to improve and what to practice.

15.2 **Individual music practice is absolutely necessary for students who want to become better musicians.**