



**Carey**

Baptist  
College  
Harrisdale

# Music Tuition Program Parent Terms and Conditions 2026

## 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. **NB: For Year 5 Assisted Entry Music Program and Bursaries, please refer to Points 13 and 14 respectively.**
- 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 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. Fees & Payment

- 2.1 **Schedule of fees:**
  - 30 minute lessons: \$40.00 per lesson
  - 45 minute lessons: \$60.00 per lesson
  - 60 minute lessons: \$80.00 per lesson
- 2.2 **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.**
- 2.3 **Fees are paid directly to the Music Tutor concerned,** via bank transfer. Cash is not accepted.
- 2.4 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.
- 2.5 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.**
- 2.6 Where lesson credits are due, these will be accounted for in the next invoice cycle.

## 3. Family Music Levy

- 3.1 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.
- 3.2 Families enrolled in the College Music Tuition Program are charged an annual non-refundable Music Levy. **The levy is set by the College at \$260** and can be direct debited if enrolled before the end of Term Four of the current year. There are no refunds on the Music Levy, even where a contract of enrolment is cancelled. **NB: Students under the Year 5 Assisted Entry Music Program are not required to pay the levy, unless students are learning another instrument.**
- 3.3 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 Music Levy.

#### 4. Instruments

- 4.1 Students must have a quality instrument at home for regular practice.
- 4.2 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. Please contact your tutor or Music Administrator for more information on where to hire. NB: This does not apply to students in the Year 5 Assisted Entry Program.
- 4.3 Pianos, drums and percussion instruments are onsite for students who are learning these instruments to use at each music lesson or rehearsal. Drums and percussion students need to bring their own sticks for lesson or rehearsal.
- 4.4 Students learning other instruments must bring their own instrument at each music lesson or rehearsal.

#### 5. Music Practice Record Book

- 5.1 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.
- 5.2 Students who lose their Music Practice Record Book will be provided with a new one by their tutor. **In this instance, the College Accounts branch will issue a \$10 invoice.**

#### 6. Resource orders

- 6.1 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/are being used during lessons.
- 6.2 From time to time, Music Tutors will inform the Music Administrator to email parents that a certain book, score, or piece of equipment is required for the student. You may wish to purchase the resource at any music store, however, we recommend The Sound Centre as an arrangement is in place for orders to be dispatched to the College at minimal to zero cost. Instructions to purchase will be indicated in the email.
- 6.4 Parents not wishing to purchase a resource should let their tutor know.

#### 7. Withdrawal from the program

- 7.1 **Withdrawal from the individual tuition program can only be made at the end of Term Two (before Term Three commences).**
- 7.2 **Students in the Year 5 Assisted Entry Program are not allowed to withdraw, and the Program ends when Term 4 ends.**
- 7.3 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.*
- 7.4 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 Head of Music. Fees may still apply.
- 7.5 Parents wishing to end the contract outside of the notice period may be required to pay up to 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.*

## 8. Timetables

- 8.1 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.**
- 8.2 **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.
- 8.3 You can access the timetable via your child's myCarey account. If you are new to the school, please notify the Music Administrator who will be able to arrange for a welcome email to be sent to you.
- 8.4 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.

## 9. Lessons

- 9.1 Students new to the Program and do not know where the Secondary School - Building M is located will be picked up for their first lesson. Subsequently, 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.
- 9.2 Tutors will conduct lessons one-on-one. In the Year 5 Assisted Entry program, group lessons are conducted.
- 9.3 **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 directly to the applicant.**

## 10. Absences

- 10.1 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.**
- 10.2 **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.**
- 10.3 Students who suffer a long-term injury or illness may qualify for credit for missed lessons. Credit arrangements are at the discretion of the Head 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.
- 10.4 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.

10.5 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.**

10.6 Only absences by the tutor will have lesson/s credited in the following term's invoice or made up later in the term.

## 11. Extended Absence

11.1 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.

11.2 **Normal fees will apply where notice is not provided according to the timeframe mentioned (refer to Point 10.1).**

## 12. Practice

12.1 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.

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

## 13. Year 5 Assisted Entry Music Program

13.1 Contract of Enrolment:

- The Year 5 Assisted Entry Music Program is by invitation only. Invitations and its Contract of Enrolment are sent out in Term Four of the current year for entry into next year's program.
- To accept the invitation to participate in the Year 5 Assisted Entry Program, the Contract of Enrolment must be submitted, after having read this Terms & Conditions booklet carefully.

13.2 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.
- Withdrawals are not allowed at any time of the year and students must commit to study for the full 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.*

13.3 Fees & Payment

- **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.
- 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 half or one third of the cost of a standard lesson (refer to Point 2.1 for schedule of fees).
- 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. NB: If you buy your child an instrument for usage in Terms Three and Four but do not return the hired one by the end of Term Two, you will be charged the instrument hire cost for the Terms.

- Students are loaned 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 additional books.
- All hire instruments/loaned books must be returned at the end of the year. Parents must make their own arrangements to buy or hire instruments for students who wish to continue their music education the following year.

#### 14. Bursaries

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

14.2 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.

#### 15. Secondary Classroom Music & the Individual Music Program

15.1 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.