

November 2015

Dear Parents

The policies and structures of the John Paul College Music Department are set out below. I ask that you read the following information carefully if you wish your child to participate in the Private Instrumental Program. Lessons are available on an individual basis or in a group of two students.

Music Tuition

1. Students will receive one lesson per week until their lesson quota is met

Most terms have 9 weeks but given the event of camps, excursions and activities it is feasible to teach 7-8 lessons per term.

2. Tuition fees for 2016	Individual lessons	\$528 per 16 lessons
		\$264 per 8 lessons
	Shared lessons	\$300 per 16 lessons
		\$150 per 8 lessons

Payment for instrumental music lessons can be made by cash, cheque, credit card and direct debit. Payment can also be made in regular instalments and can be attached to school fee payments. If you would like to pay by instalments, fill in the attached direct debit form. If you have any questions relating to payment in instalments, please contact Mr Judkins on 9784 0262.

3. Any student sitting for VCE Music, AMEB Grade 3 or higher must learn individually

It is extremely difficult to prepare students for higher AMEB exams when they learn in a group, due to insufficient individual attention. Individual lessons are necessary at this stage to have adequate time for thorough preparation.

4. Instrumental students are placed on a rotating timetable

Students on a rotating timetable miss a different period each week (eg Week 1: Period 1, Monday; Week 2: Period 2, Monday etc). In this event, students should not miss the same period again for 7 weeks. Any student who learns two instruments will have lessons on one of the instruments outside class time. (For example, at lunch time.)

5. Missed academic lessons must be made up by the student

It is the responsibility of the student to make up the material missed during an academic lesson.

6. Notification to music teachers of absence from music lessons

It is the responsibility of each music student to make his/her music teacher aware at least 24 hours in advance of upcoming events that will prevent him/her from attending the lesson or rehearsal. Lessons missed due to camps, illness and official school excursions will be made up if a teacher is given adequate notice (i.e. 24 hours). Lessons cannot be made up if a student informs the teacher on the day. Lessons will not be made up if a student does not turn up for their lesson without notifying the teacher in advance.

Students have the ability to directly email their music teacher via the school network and let them know if they are unwell or have an excursion.

7. Reports

Each music student is issued with a written report at the end of each semester which details his/her progress both technically and musically.

8. Cancellation of music tuition

Four weeks notice in writing is required for cancellation of music tuition and hire. The remaining tuition fees will be refunded on a pro rata basis. **It will be assumed that students are continuing with lessons unless notified in writing. Parents will be liable for any additional costs.**

Please complete the ***Application to Learn a Musical Instrument*** if you wish your child to participate in the Private Instrumental Program in 2016. Forms should be returned to the school **at your earliest convenience.**

Yours faithfully

Craig Judkins
Head of Instrumental Music
College Organiser



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Application to Learn a Musical Instrument

Student's Name:

Contact Telephone number

Please tick which instrument your child wants to learn

Voice Piano

Drums Bass Guitar Guitar

I would like to purchase:

16 Individual Lessons (\$528.00) 16 Shared Lessons (\$300.00)

8 Individual Lessons (\$264.00) 8 Shared Lessons (\$150.00)

Please note that if you elect to pay by direct debit, it will be assumed that music lessons are to continue from term to term and you will be charged accordingly. If you wish to stop music lessons, please contact Mr Judkins on 9784 0262.

Payment being made by:

Cash / Cheque / Mastercard / Visa or Direct Debit (please complete Direct Debit Authority)

Card Number:

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Card Holders Name:

Signature:

Contact Phone:

Expiry Date:

Date:



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Office Use Only:

Debtor Name:

Debtor ID:

MUSIC ONLY - Direct Debit Authority

I / We have read the Client Service Agreement on the College website outlining the payment of school fees / music tuition fees by direct debit and I / We understand the conditions and responsibilities as set out in that document.

I / We hereby authorise John Paul College to debit my / our bank account / credit card for the express and sole purpose of the payment of my / our fees.

Fortnightly* or Monthly*

(Please indicate method of payment with a ✓)

Direct Debit from Bank Account

Bank Name:

Account Name:

BSB: - - - / - - -

Account Number:

OR

Direct Debit from Credit Card (Mastercard or Visa only)

Card Number:

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Expiry Date: -- / --

Cardholder name (please print)

Cardholder signature:

*Payment dates as per fee payment schedule. Should my / our account be in arrears or a payment fail to be made, then I / we authorise the school to continue to debit my / our account until all monies due to John Paul College have been paid.

Parent Surname:..... Phone:.....

Student/s Name/s

Address:

Signature: Date:.....