



ST ANDREWS
CHRISTIAN COLLEGE



2023

ENROLMENTS INSTRUMENTAL TUITION

KEY CONTACTS

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INSTRUMENT TUITION 2023 ENROLMENT POLICY



Please read the following information carefully before completing the enrolment form.

Music Tuition

- Enrolment is for the duration of the full school year on the same instrument, with lessons to be conducted on school grounds, during term time only.
- Enrolment for Instrument Tuition at St Andrews comprises both Instrument and Ensemble tuition. As there are important skills to learn & develop through both individual and group tuition, it is therefore required that all students receiving Instrument tuition are also involved in an Ensemble.
- Taking part in an ensemble is seen as an essential part of St Andrew Music program. Students who are not prepared to meet this requirement will be asked to continue their instrumental studies outside the College.
- Students receiving Instrument Tuition during Term 4 will be automatically re-enrolled for tuition the following year, unless written notice of discontinuation is received from parents by the end of Week 2, Term 4.
- To discontinue lessons before the end of the school year, written notice must be provided by the end of Week 2 of the preceding term in which lessons will cease – e.g. Lessons will be cancelled from Term 2 onwards with written notice received by the end of Week 2, Term 1.
- In the absence of adequate notice, full fees for the following term will be payable.

Fee Information

- Parents are charged for 16 lessons per semester (a total of 32 lessons for the year).
- The semester fee for instrument tuition is added to the school fee account, and this total amount is divided into monthly direct debit payments.
- At the end of each semester, the total number of lessons provided each semester will be confirmed by the Performing Arts Administrator.
- If needed, any adjustments to the Instrument Tuition fees will occur at the end of each semester.
- If a student requires additional lessons, such as in preparation for an examination, a final payment may be required in December, to clear any outstanding balance.
- All enquiries regarding finance should be directed to Ms Loretta Hoenen at the College.

2023 Fee Structure

<i>Skill Level</i>	<i>Recommended Lesson Duration</i>	<i>Fee Per Lesson</i>	<i>Fee Per Year</i>
Beginner – shared lesson (Ukulele only)	30 minutes shared lessons (2-3 students – Ukulele only)	\$22.25 per lesson	\$712 per year
Beginner	30 minutes private lessons	\$44.5 per lesson	\$1424 per year
Grade 4+ AMEB or VCE	45 minutes private lessons	\$66.75 per lesson	\$2136 per year
VCE	60 minutes private lessons	\$89 per lesson	\$2848 per year



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Timetables

- Lessons are timetabled on a rotating basis during class time so that students do not miss the same class each week.
- Where possible, lessons for VCE students are scheduled for lessons outside of academic class times. This may be before or after school, at lunchtime, or during timetabled free periods.
- The timetables are created using an online document and parents are given a link to this file at the start of each term. This is a 'live' document which can be continually updated so please do not print the timetable.
- Parents and students are advised to check the timetable the night before their lesson as the timetable may be continually updated. We will usually avoid making any late changes to the timetable (within 24hrs). In the unlikely event we should need to, an email will be sent to the affected students & parents to notify them of the changes as soon as possible.

Instruments

- Students will need to have purchased or hired the instrument for which they are enrolled to receive tuition at the commencement of lessons.
- Apart from Piano and Drums, students are required to bring their instrument and necessary music equipment and books with them to every lesson.
- If a student has forgotten to bring their instrument to school, they must still attend their lesson - it will not be rescheduled.
- Storage of instruments is permitted in the external storage area for the day of the lesson but must not be left there overnight. This area is not secure, and the College takes no responsibility for instruments left overnight.

Student Attendance

- Students in Prep to Year 2 will be collected from the classroom by their instrument tutor at the time of their lesson.
- Students in Year 3 to Year 12 are expected to remember their lesson time is each week and make their own way to the class with their instrument and books.
- Students in Year 2 to Year 12 are also required to regularly participate in at least one ensemble as part of their Instrumental Music tuition.

Student Absence

- Students and/or parents are required to notify their Instrument Tutor and the Performing Arts Administrator if they are unable to attend their lesson for ANY reason (i.e., illness, school commitment, or a planned absence from school).
- Please do not assume that the Music Tutor or Performing Arts Administrator are aware of all excursions, sporting events and other College activities. It is parents' responsibility to provide adequate notice of absence so that the lesson may be rescheduled.
- Lessons missed due to family holidays taken during school term-time will not be rescheduled, and the fees for these lessons will not be refunded.
- A minimum of 24hrs notice of absence is required to reschedule a lesson. Please provide a minimum of 1 week notice for a known school commitment such as an excursion/excursion, sports event, or class assessment.



2023 INSTRUMENT TUITION ENROLMENT FORM

Please detach this section to retain the 2023 Instrument Tuition Enrolment Policy for future reference.

Student Name _____ Class (2023) _____

Parent/Guardian Name _____ P/G Email _____

Instrument(s): *(Please tick)*

- Tuba Cello Trombone Trumpet Piano Clarinet
 Flute Euphonium Violin Viola Voice Double Bass
 Bass Guitar Guitar Ukulele Drums Saxophone

<i>Skill Level</i>	<i>Recommended Lesson Duration</i>	<i>Fee Per Lesson</i>	<i>Fee Per Year</i>
Beginner – shared lesson (Ukulele only)	<input type="checkbox"/> 30 minutes shared lessons (2-3 students – Ukulele only)	\$22.25 per lesson	\$712 per year
Beginner	<input type="checkbox"/> 30 minutes private lessons	\$44.5 per lesson	\$1424 per year
Grade 4+ AMEB or VCE	<input type="checkbox"/> 45 minutes private lessons	\$66.75 per lesson	\$2136 per year
VCE	<input type="checkbox"/> 60 minutes private lessons	\$89 per lesson	\$2848 per year

Parent (and student) Agreement - please tick all to complete enrolment

- I understand that it is not necessary to re-enrol for the same instrument tuition each year – once enrolled, my child will continue with their tuition until such time as written notice of discontinuation is received.
- I agree to have Instrument Tuition Fees added to my school fees direct debit payment plan.
- I agree that should my child require more than the agreed 32 lessons per year, the cost for additional lessons will be added to the College fee payment plan.
- I accept that lessons outside of class time will only be offered for VCE students, where possible.
- I have read & accept the terms of the Instrument Tuition Enrolment Policy (attached), in particular the conditions pertaining to:
- Students' requirement to participate in an ensemble as part of their Instrument tuition.
 - Student absences and notice required to reschedule lessons.
 - Notice required to discontinue lessons.
 - Fee adjustments for number of lessons provided each semester.

Signed

Parent/Guardian: _____ Student: _____

Date: _____ Date: _____