

TERMS & CONDITIONS 2024



ABN: 94 298 350 479

- 1. Music Tuition fees are payable by Week 4 upfront.** Any music books or supplies will need to be paid at lesson time or the following week, with an additional invoice. Valid NT Sports Vouchers can be used towards invoices.
- 2. Withdrawal from the Program.** Students may withdraw from the program at the end of the term only and will be required to give notice of this in writing to the Instrumental Music Teacher by Week 5 of that Term in which they are finishing. This allows timetables to be drawn up accurately for the next term.
- 3. Rescheduling or Cancellation of Lessons.** In order to reschedule a lesson or to cancel a lesson and receive a make-up lesson, credit, or refund, the following must occur:
 - If a student is unable to attend a lesson for some reason e.g excursion, exam, dental appointment, etc. Parents must contact the **Instrumental Teacher at least 24 hours before the lesson.** (Preferably, a message should be given to the teacher at the previous lesson).
 - In the case of illness, the teacher (myself) needs to be contacted by **5pm on the day before the lesson** (or earlier if possible) to notify of the absence to avoid lesson charge.
 - The teacher must be contacted directly. Messages cannot be passed on via other students or school reception.
 - In the cases mentioned, if the teacher is not informed by the stated time, half your tuition fee will be charged. If the lesson is canceled by the teacher, the lesson will be rescheduled or the lesson fee credited or refunded, at the discretion of the teacher.
- 4. Students will be provided with instrumental materials.** They will receive a clear plastic folder to keep all their records and lesson plans in. This needs to be brought to each lesson. Practice sheets will be checked, and parents/guardians are to make sure these are signed as completed. Also included will be a communication book for parents/guardians to both relay messages and keep a record of the child's progress. Parents are asked to provide either a library bag or folder to keep all these together. Any additional Repertoire books are to be funded by students.
- 5. Practical Exams.** These will be also available once the student is assessed to be able to complete each grade. These exams are held in May and October, and parents need to indicate their intentions on the enrolment form or discuss it further with me should you want to partake.
- 6. Practice.** These are necessary to ensure continued progress. Beginners should commence 10-15 minutes of practice, aiming for 5 days a week. With the amount of time spent increasing as ability increases. Practice should include warmup scales, technical work, studies, and pieces as set by the teacher, (and group ensemble work (if given), plus some fun material.
- 7. Pre and Post-Lesson Supervision** – outside hours (before 8:30 am, after 3:15 pm) For lessons not in school hours, parents are responsible for the supervision of their children while waiting for their music lesson and when the lesson is finished.
- 8. Lateness:** By the student – If a student is late, the lesson cannot be extended to make up this time, since other students will be inconvenienced. By the teacher – If a teacher is late for a lesson, then this time will be made up at a later date.

Most importantly, I encourage the **element of fun** in learning your instrument and hope that this will be achieved as quickly as possible. If you have any queries or concerns at any time, please do not hesitate to call the School Office of which your child is being taught or myself.

Thanks again for giving me the opportunity to share my love of the Upper Stringed Instruments.