



INSTRUMENTAL PROGRAM TERMS AND CONDITIONS OF TUITION 2022

Regent College students have the opportunity to learn an instrument from our suitably qualified and experienced private tutors; whether they are continuing to learn or are a beginner. The Instrumental Program is a fantastic way for students to grow in their instrumental skills within a safe and supportive school environment. Students receive weekly tuition that is timetabled during school hours on a rotating basis to minimise disruption to the same lesson each week.

Please consider the following before completing an Expression of Interest (EOI) Form or accepting a position in the Instrumental Program:

1. It is expected that **enrolment is for the whole academic year**. Withdrawals will only be considered at the end of Term 2 for Semester 2. (Fees apply for early withdrawal.)
2. **Time commitment** should be considered before enrolling. Time commitment includes students attending tuition lessons **during classroom lesson times**, and practice of appropriate quality and quantity at home.
3. **Financial Commitment:**
 - Lesson fees
 - Students are required to organise the hire or purchase of their own instrument prior to the commencement of their first music lesson
 - Music lesson books
 - Practice record books
 - Music exams
4. **Absences** from lessons are generally forfeited including when a student is ill. Only tutor absences are required to be credited or 'made up'.

If you have any queries, please do not hesitate to contact the Instrumental Program Coordinator
E: extracurricular@regentcollege.wa.edu.au

1. ENROLMENT

- 1.1 To enrol in the Instrumental Program, families must complete an Expression of Interest (EOI) Form for their child prior to 10th December 2021 to be considered for lessons commencing in Term 1.
- 1.2 All EOI's received are placed on a waiting list and families will be contacted by the Instrumental Program Coordinator should a suitable position be available for their child.
- 1.3 Enrolment is offered in Semester blocks. When enrolling your child, you are required to commit for an entire Semester e.g:
 - Semester 1 - Terms 1 & 2
 - Semester 2 - Terms 3 & 4
- 1.4 It is expected that enrolment is for the whole year. There is no need to resubmit an EOI Form each semester.
- 1.5 Previous enrolment in the Instrumental Program does not guarantee continued enrolment for 2022.
- 1.6 Enrolments cannot be transferred to a sibling or other student.

2. FEES

- 2.1 Fees for private instrumental tuition is payable in advance and are due prior to the commencement of each term via Parent Lounge. Payments must not be made directly to the tutor.
- 2.2 Schedule of Fees:
 - 30-minute individual lesson: \$350 per term
 - 30-minute group lesson (only available if offered by the tutor): \$190 per term
- 2.3 The Instrumental Program lesson schedule is for 9 weeks each term.
- 2.4 Families experiencing financial difficulty should contact the Instrumental Program Coordinator to discuss their situation. Late payment without discussion or notification to the Instrumental Program Coordinator may result in discontinued lessons and cancellation of your child's position.
- 2.5 All Instrumental Tuition fees are non-refundable, even if a student ceases lessons once the Semester has commenced.

3. WITHDRAWAL FROM INSTRUMENTAL TUITION

- 3.1 It is anticipated that students entering the Instrumental Program will continue for the duration of the academic year. Learning a new instrument requires time and commitment and results are not always immediately observable, therefore; it is recommended that students complete at least two (2) terms before deciding whether to continue or not.
- 3.2 Withdrawal from the Instrumental Program can only be made at the end of Term 2.
- 3.3 Either party, tutors or parents; may terminate the enrolment where it is in the best interest of both parties. This will be negotiated on a case-by-case basis between the parent, Instrumental Tutor and the Instrumental Program Coordinator. Tuition fees may still apply.
- 3.4 To discontinue lessons, parents must complete a Withdrawal Form requesting withdrawal of their child from the Instrumental Program by **Week 8 of Term 2** otherwise the full tuition fee for the following term is payable.

4. INSTRUMENT & EQUIPMENT

- 4.1 Students must have an instrument at home for regular practice.
- 4.2 The College does not hold stock of instruments to hire or loan, therefore it is your responsibility to hire or purchase your child's instrument. Music tutors and the Regent College Music Teacher can provide advice if required.
- 4.3 Students may be required to purchase additional materials such as practical and theory books and practical and theoretical exams. Your child's tutor will notify you if any additional materials are required.
- 4.4 Students must bring their instrument and any other additional materials to their music lesson each week.
- 4.5 It is expected that students dedicate regular practice at home as directed by the tutor and have an appropriate instrument.

5. TIMETABLES

- 5.1 Timetables are sent to families at the beginning of each Term by the individual tutor. Lessons are scheduled during school hours on a rotating basis to minimise disruption to the same lesson each week.
- 5.2 Lessons are scheduled on the same day each week unless otherwise advised by the individual tutor.
- 5.3 Lessons are only conducted on school days during the term. Lessons will not be held on public holidays or student free days.
- 5.4 Requests for changes to the timetable once it has been sent to families must be made via the Instrumental Program Coordinator E: extracurricular@regentcollege.wa.edu.au

6. MISSED LESSONS/ABSENCES

- 6.1 Students who are ill or absent on the day of their lesson will forfeit their lesson, regardless of notification. The tutor is not required to make an alternative lesson time or offer a credit.

- 6.2 The tutor will endeavour to take into consideration excursions if given adequate notification (at least one [1] week in advance) by the parent. However, if students are off school grounds due to a school excursion during their lesson time, the tutor is not obliged to make up the missed lesson.
- 6.3 In the case of prolonged illness, some arrangement may be made with the tutor.
- 6.4 If the tutor is ill, they will endeavour to make up the missed lesson. If this is not possible an adjustment to the account will be made.

7. SEMESTER REPORTS

- 7.1 Students participating in the Instrumental Program will receive a semester report which will be included with the College semester reports.

8. COMMUNICATIONS

- 8.1 All communications regarding enrolment (including withdrawals), tuition fees, lesson timetable and missed lessons should be directed to the Instrumental Program Coordinator via E: extracurricular@regentcollege.wa.edu.au
- 8.2 All other instrumental enquiries should be directed to the Regent College Music Teacher E: joeywong@regentcollege.wa.edu.au
- 8.3 Once students have been enrolled in the Instrumental Program, families will be contacted by email by their child's tutor to introduce themselves and advise of any requirements needed for lessons.