

APPLICATION FORM FOR MUSIC LESSONS IN 2020



Perth College
Anglican School for Girls

Student's name _____

Address _____

Telephone numbers: (Home) _____ Mobile (Parent) _____

Email (Parent) _____

School year level in 2020 _____

Instrumental/Vocal lessons required _____

Lesson duration: **30** (\$40.00) or **40** (\$51.50) minutes (please circle)

Would you like to hire a Perth College instrument? **yes** / **no** (please circle)

If 'yes' please fill out an Instrument Hire form available from the Performing Arts Department.

Number of years of tuition (if not a beginner) _____

Last instrumental/Vocal teacher (if not a beginner) _____

I wish for my daughter to have music tuition in 2020 as listed above. I have read the information provided in the Perth College Music 2020 booklet (available from the Performing Arts Department or <https://www.perthcollege.wa.edu.au/learning/junior-school/co-curricular-service-learning/#performing-arts>) and agree to the terms and conditions.

This includes:

- 1) Four **school weeks'** formal written notice (to the Director of Performing Arts) is required should my daughter wish to cease music lessons.
- 2) If a student has an exam/assessment/excursion/camp on the day of their music lesson, the student must inform the instrumental/vocal tutor **at least one week** before the lesson to reschedule the lesson time in order to avoid being charged for the lesson.
- 3) **If your daughter is sick you will still be charged for the lesson.** However, as a matter of courtesy, please contact the instrumental/vocal tutor or Office Co-ordinator - Performing Arts (9471 2243) so they are aware of your daughter's absence.
- 4) If a student forgets to attend a lesson or does not attend without giving a reason, the student will be charged for the lesson.
- 5) **A valid reason must be provided for all non-attendances.** Reasons such as 'students being too busy', 'attending scheduled meetings' or 'catching-up on missed work' etc. are not valid and will result in the lesson being charged and/or the cancellation of lessons. If a student is at school she is expected to attend her lesson unless prior notice has been given to her tutor.

Parent/Guardian Signature _____ Date _____

Please complete a separate form for each daughter and for each instrument.

Forms can be returned to the Performing Arts admin office or music@pc.wa.edu.au

Business Regulations

(as per Perth College Music Booklet 2020)

- a) All students wishing to commence instrumental, vocal or theory lessons must complete the appropriate paperwork (available from the Performing Arts department) which must be signed by a parent or guardian. This should be returned to the Performing Arts department.
- b) Formal written notice (letter or email) of four **school weeks** (to the Director of Performing Arts) must be given if any student wishes to cease music lessons. Students/parents wishing to cease lessons immediately will be charged the amount of four lessons from the time of the given written notice, regardless of whether or not the student attends the remaining lessons.
- c) No new music student may withdraw from tuition until 16 lessons (two terms) have been completed or unless special arrangements have been made in consultation with the Director of Performing Arts.
- d) Lessons will be rotated throughout a fixed day so as to accommodate the 10-day cycle.
- e) It is assumed at the end of each year, that ALL students enrolled in instrumental/vocal lessons will continue the following year. Students wishing to cease instrumental/vocal lessons for the beginning of the following year, **MUST** notify the of Performing Arts department by **Week 4 of Term 4**.
- f) Junior School students who are late for a lesson will be retrieved from their class by their Music Tutor 10 minutes after the scheduled time and given the remainder of the lesson. This will be recorded as a full lesson and charges will apply if applicable.
- g) Senior School students who are late for a lesson will be retrieved from their class by their Music Tutor only three times during the year. In this instance, Senior School students will be retrieved 10 minutes after the schedule time and given the remainder of the lesson. Parents will be charged the price of a full lesson. Senior School students will not be retrieved from their class from the fourth instance during one calendar year of them either forgetting or being late for their lesson.
- h) **If your daughter is sick you will still be charged for the lesson.** However, as a matter of courtesy, please contact the instrumental/vocal tutor or Office Co-ordinator - Performing Arts (9471 2243) so they are aware of your daughter's absence.
- i) If a student has an exam/assessment/excursion/camp on the day of their music lesson, the student must inform the instrumental/vocal tutor **at least one week** before the lesson to reschedule the lesson time in order to avoid being charged for the lesson.
- j) If a student forgets to attend a lesson or does not attend without giving a reason, the student will be charged for the lesson.
- k) A valid reason must be provided for all non-attendances. Students being too busy, scheduled meetings or catching-up on missed work etc. are not valid and will result in the lesson being charged and/or the cancellation of lessons.
- l) There will be no reduction of fees where students are absent from school. This includes illness, forgetfulness and family reasons (including holidays). Tutors are contracted to be present for the full year.