CONDITIONS FOR PARTICIPATING IN THE INSTRUMENTAL MUSIC PROGRAM

Organising Instrumental Lessons
Instrumental lessons are organised by completing the “Instrumental Music Tuition” Application form and forwarding it to the Music Coordinators via Campus office. The instrumental tutor assigned will make contact with you in order to discuss arranging instrumental lesson times and other relevant information. All lesson allocations are subject to availability of rooms and tutor timetables. Waiting lists are maintained annually where applications exceed placement positions, but reapplication is required for the following year as names will not be carried over. Senior students are given first preference for lesson times that fall outside of school academic teaching hours (for example, 7:00am to 8:30am and 3:15pm to 5:00pm).

Instrumental Lesson Details
Music Diary - All students will be issued with a Music Diary at a minimal cost. Communication with parents will be via the diary, as well as detailing practice required for the following lesson.
Timetables - Instrumental tutors will complete their timetables in advance and display it on the window in Music Rooms; parents will also receive a copy as will each campus office. It will show the day and time of the next lesson. Lesson times for secondary will rotate weekly to ensure class disruptions are kept to a minimum.
Lesson Payment – For new students the instrumental tutor will send an account home for the complete term by the end of the second lesson. Total payment for the term is expected at the child’s third lesson. For continuing students the account will be sent home by week 8 of the previous term with payment due by the first lesson. Lessons will cease until payment is received. The current rate for 2014 is $27 per private lesson and $20 per shared lesson. All payments are to be made directly to the instrumental tutor either in person, by mail or electronic banking and not left at reception to be passed on to the tutor concerned. The Music Department accepts no responsibility for delivering payments to instrumental tutors.
Missed Lessons – Instrumental students are encouraged to accept responsibility for their own learning. This is a fundamental requirement for success in music. Southern Cross Catholic College instrumental tutors are professionals in their field and teaching instrumental lessons at Southern Cross Catholic College is part of their livelihood. Insufficient notification for missing a lesson (less than 24 hours prior to the scheduled time) will mean that the lesson is charged to the parent with no obligation by the tutor to reschedule the lesson. In the event that the tutor is absent, an alternative lesson time will be scheduled. If this is not possible, a refund will be issued at the end of the year. If a student is ill on the day of the lesson, the instrumental tutor must be notified by 8am on that day. Instrumental tutors should be notified directly on their own personal numbers. Once the tutor has been contacted, the lesson will be rescheduled (or refunded, if rescheduling is not possible). If a student’s lesson falls on a public holiday, an alternative time will be rescheduled or a refund issued.
Cancellation of Enrolment - Lessons cannot cease part way through a term, only at the conclusion of a term. Four weeks notice of intention to cease lessons must be given in writing to the Music Coordinators (prior to the end of a term). The Music Department reserves the right to withdraw tuition if the above requirements are not met.

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