# Instrumental music tuition form

Please complete one form for each instrument to be learnt. Once this form has been returned, lesson times will be arranged and students will be notified of their tutor.

## STUDENT'S DETAILS

<table>
<thead>
<tr>
<th>Year level in 2016</th>
<th>New application?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td>Surname</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commence lessons from (term/date)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paired lessons with (beginners only)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PARENT/GUARDIAN'S DETAILS (FOR ACCOUNT)

<table>
<thead>
<tr>
<th>Given name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address</td>
<td>Post code</td>
</tr>
<tr>
<td>Home phone</td>
<td>Mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## INSTRUMENT DETAILS

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Instrument hire</th>
<th>Will instrument hire be required?</th>
<th>☐ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

Please also complete the instrumental music tuition contract overleaf.
1. When brought to school, instruments must be left in a secure and safe location, such as the music storeroom MB119, a student locker or in a school bag.

2. Privately owned instruments need to be insured by parents. Instruments hired from Size Music are insured against theft, fire and accidental damage; however, an excess of $250 applies.

3. Instruments should have the student’s name and address clearly visible (such as a key tag).

4. All students must have a Music Diary (available from the Music Office) which should be brought to each lesson. If the diary is lost the student should purchase another diary for the cost of $2, available from the Music Office.

5. The teacher will set practice guidelines. A practice of at least 20 minutes per day during the first year of tuition and 30 minutes per day subsequently is recommended and an entry made in the Music Diary to this effect, signed by a parent/guardian.

6. Tuition fees must be paid in full on receipt of the account and by the due date on the account. If payment not received, lessons will be discontinued unless alternative arrangements have been made with instrumental teacher.

7. The student must attend all scheduled lessons. The instrumental teacher must be given, where possible, 24 hours notice in advance if the student will be absent. In the case of sickness the tutor must be contacted directly, no later than 8am on the day of the lesson, otherwise the lesson cannot be made up.

8. Other than long term illness or long term vacation, (the latter requiring 4 weeks' notice in advance), absences will be paid for and no lessons will be 'made up' when a student is absent without prior notice.

9. If a student forgets her instrument, a theory lesson may be given (at the tutor's discretion).

10. A student may discontinue lessons only after consultation between a parent/caregiver, instrumental teacher and the Director of Music. Notice in writing is required before the end of the term; otherwise the next term's lessons must be paid for.

11. NO refund applies when a student quits (this includes instrument hire).

12. All instrumental students are encouraged to be a member of a school ensemble or choir.

13. The music department may cancel the contract at any time if the student fails to comply with the conditions of the contract. This will be done in consultation with the student, a parent/caregiver, Instrumental teacher and the Director of Music.

14. If an instrument is returned after the start of a term or before the end of that term, hire charges will still be expected to be paid for the entire term in which it is returned.

15. The student is responsible, and must pay, for any damage to the instrument through negligence. Any damage, theft, or loss must be reported to the relevant hirer (school/privately) immediately by phone and then in writing. Replacement reeds can be purchased from the Arts Office. Replacement strings can be purchased from Size Music on Glen Osmond Road, Parkside.

16. All instruments issued by the school must be returned to the school for repairs and general service when required/requested. Repairs shall be made at the discretion of the hirer/school.

17. The students may have the use of the instrument during the summer holidays, provided all outstanding accounts and fees have been paid for and are up to date, and that they will be continuing to learn the instrument in the following year.

18. Tuition reports will be issued at the end of each semester. Please contact the teacher at any other time to discuss your daughter's progress.

I have read, understood and agree to comply with the conditions of the above contract.

Student signature
Parent signature
Date

OFFICE USE ONLY

Date sent
Date received