



Instrumental Music and Drama Application

Families wishing to participate should return this form to the Performing Arts Office by Tuesday **1st December 2020**. Please note, unlike previous years, after a student's initial enrolment in the Instrumental Program, tuition with the student's assigned teacher is delivered on an ongoing basis (including from year-to-year).

Step 1. Enter student details			
Student Name		Year	
Step 2. Expression of interest			
<input type="checkbox"/> Yes, my child wishes to participate		<input type="checkbox"/> No, my child does not want to participate	
Step 3. Choose ONE instrument <input checked="" type="checkbox"/> * Piano, drums & combined voice & piano are individual only			
<input type="checkbox"/> Piano*	<input type="checkbox"/> Guitar	<input type="checkbox"/> Clarinet	<input type="checkbox"/> Violin
<input type="checkbox"/> Voice & Piano*	<input type="checkbox"/> Drama, Communication & Performance	<input type="checkbox"/> Saxophone	<input type="checkbox"/> Viola
<input type="checkbox"/> Drums*	<input type="checkbox"/> Trumpet	<input type="checkbox"/> Flute	<input type="checkbox"/> Cello
<input type="checkbox"/> Voice	<input type="checkbox"/> Trombone		
Step 4. Choose ONE lesson type <input checked="" type="checkbox"/> Lesson Fees listed in T&C's			
<input type="checkbox"/> Individual (45min)	<input type="checkbox"/> Individual (30min)	<input type="checkbox"/> Group of 2 (30min)	<input type="checkbox"/> Group of 3-4 (30min Drama only)
Step 5. Choose if instrument hire is required <input checked="" type="checkbox"/> \$230 per annum (excludes first year of tuition)			
Instrument's available for hire include the following: Saxophone, flute, clarinet, trumpet, trombone, acoustic guitar, violin, viola, cello.			<input type="checkbox"/> YES <input type="checkbox"/> NO
Step 6. Include any additional information in support of application			
Information to include could be: prior experience, interests or goals.			
Previous Instrumental Teacher (Returning students only)			
Step 7. Acknowledgment and acceptance of fees and terms and conditions			
<input type="checkbox"/> I have read and accept the terms and conditions			
Step 8. Parent details and signature			
Parent's Name		Parent's Mobile	
Parent's email address			
Student signature		Date	
Parent/Carer signature		Date	

Terms and Conditions

Lesson Fees:

Lessons are invoiced at the start of each year to allow for payments with regular fee instalments. As the program is 'extra-curricular', access is available only where school tuition fees are being settled in accordance with an approved plan. No charges are made until a placement is confirmed.

Fees are subject to increases year to year in accordance with the VMTA rates and will be advised prior to commencement of the following year.

2021 Fee Schedule:

2021 fee schedule and terms		*Groups of three or four are available for Drama only		
	Years 8 – 12		Year 7 Introductory Offer (15% discount)	
	Per year (32 lessons)	Per lesson	Per year (32 lessons)	Per lesson
Individual (45min)	\$2,100	\$66	\$1,785	\$56
Individual (30min)	\$1,400	\$44	\$1,190	\$37
Group of 2 (30min)	\$960	\$30	\$815	\$26
Group of 3 or 4* (30min)	\$640	\$20	\$545	\$17

Please note that 60-minute lessons can be arranged at request to the Performing Arts Coordinator.
This fee schedule is valid for the 2021 school year and subject to yearly increases.

Allocation of places:

Places are filled on a 'first come first served' basis. If a group lesson is not available, individual lessons may be offered until a group lesson is available. Late applications will be placed on a waiting list.

Lesson times:

Lessons are 30 minutes and will take place during class times and scheduled on a 'rotating timetable' basis to minimize disruption to other studies. Senior students will be given priority for lunchtime/recess and after-hours lessons however this is at the discretion of their instrumental teacher.

There are 16 lessons allocated per semester, with a total of 32 lessons per year. Additional lessons may be arranged with negotiation on a pro rata basis.

Hire instrument arrangements:

The College has a limited number of instruments and hire is on a 'first come first served' basis. Students are encouraged to purchase their own instrument after the first year. Students are responsible for taking care of the instruments and families will be liable for any damage that occurs.

Student Absence:

Students are responsible for attending lessons, prepared with their instrument (if applicable) and appropriate materials. A roll is taken by instrumental teachers to record student attendance.

Attendance is expected at each lesson unless notice is given **more than 24 hours in advance for a change of lesson time, or prior to 8am for illness** on the day of lesson. A “make-up” lesson will then be scheduled **where possible** at no extra charge. If the instrumental teacher is not notified before a lesson is missed, the lesson fee will remain and parents will be notified.

Group lessons cannot be rescheduled as the teacher is still required to teach the lesson for the group.

Notice regarding student absence will only be accepted if it is provided by a student’s parents. Where the absence policy is not followed and a student does not attend the scheduled lesson, the teacher has the right to mark the student absent and the lesson will be forfeited.

Participation in ensembles:

Students are required to participate in a minimum of one ensemble. There is no additional cost. In term 1, your student’s instrumental teacher will advise which ensembles are appropriate for your child

Discontinuation and enrolment adjustment:

After a student’s initial enrolment in the Instrumental Music and Drama Program, tuition with the student’s assigned instrumental teacher is delivered on an ongoing basis (including from year-to-year). A student’s parent must email notice to the Performing Arts Coordinator at rlaird@msj.vic.edu.au by the deadlines listed below (4 weeks prior to the end of each semester) if they would like to request for their child to:

- Discontinue lessons
- Adjust lesson duration; or
- Change to a different instrument (if taught by a different teacher)

All fees owing will be charged to the family’s School Account **without exception** until notice has been received as per this policy. Notice received later than the relevant deadline will be recorded to take effect for the following semester. **Notification provided to the instrumental teacher is not sufficient.** To assist the Performing Arts Faculty in improving its programs, feedback regarding the reason for discontinuation is most appreciated.

Enrolment adjustment schedule:

Discontinuation Term	Emailed Notice no later than
Cessation of lessons at the end of Term 2	Friday 28 May 2021
Cessation of lessons at the end of Term 4	Friday 12 November 2021