Balgowlah Boys Campus Private Lessons
STUDENT/PARENT/PRIVATE TUTOR AGREEMENT

I would like private music tuition on:

☐ Flute ☐ Piano ☐ Trumpet
☐ Clarinet (incl. Bass) ☐ Guitar (El/Ac/Bass) ☐ Trombone
☐ Saxophone (Tenor/Alto) ☐ Violin/Viola ☐ Cello
☐ Voice ☐ Percussion/Drums

Student Given Name*                  Student Family Name*                  2014 School Year

Contact Parent
Mr/Mrs/Ms/Dr

Parent Given Name*                  Parent Family Name*

Postal Address

Parent Email*                     Phone                  Parent Mobile*                  Student Mobile* (lesson times)

*Mandatory field

1. Fees
Charged at the rate of $25 for a 30 minute weekly lessons for all instruments with Brass at the rate of $33 for 30 minute weekly lessons. Payable one term in advance in order to book lesson time.

A single invoice will be issued by the private music teacher and received at the time of payment.

Only if notice is given on cancellation will the lesson fee be carried forward.

Payment will only be accepted as an Electronic Transfer or Cheque. Cash will not be accepted.

Lessons missed through non attendance with less than 12 hours notice of cancellation will be charged at the full rate. Lessons missed by the private music teacher will not be charged. Lessons can be rearranged providing there is availability to suit your requirements and more than 12 hours notice is given. Where a student is suspended from school, full fees will still apply for any lessons which cannot be attended.

2. Absence, Sickness or Cancellation

3. Time Keeping

Lessons are booked a term in advance at an allotted time. Prompt attendance is required.

Allocated lesson times cannot be extended if a student is late for any reason.

4. Holidays, family/medical commitments

Notice of holiday and or medical commitments must be made at least 2 weeks prior to the suspension of lessons.

5. Notice to discontinue

Notice of discontinuation must be given in writing 4 weeks in advance. Failure to give adequate notice will result in the remaining lessons being charged in full.

At times students will be required to purchase music or apply for external examination. Fees for any music books required and any examination fees are required to be paid in advance of applying for the examination.

6. Music and Exam Fees

The private music teacher will make every effort to improve the knowledge and ability of the student. Success is only possible where students complete regular, weekly private practice with parental support for their child by checking their practice logbook each week and encouraging their child to practice.

Private music teachers will not teach a lesson where the student arrives without practice logbook, music or instrument.

7. Co-operation

Please sign both copies of this agreement as confirmation of your acceptance of these terms of contract between you and the private music teacher.

Parent/Guardian Signature: ___________________ Student Signature: ___________________ Date: __________
Private music tuition is available as a co-curricula activity for which tuition fees are payable.

Private instrumental teachers provide these lessons at Balgowlah Boys Campus during the school day on a one to one basis.

The Private Music Tuition Program makes it possible and convenient for students at Balgowlah Boys Campus to receive high quality individual music instruction. The program is modeled on those available at much higher costs in private and independent schools. While the Music staff coordinate timetabling and selection of the instrumental tutors all invoicing and financial communications and agreements are between the Parents and the Private Music Tutor.

There is a minimum commitment of one term. There is normally one half-hour lesson per week.

Please note that fees are billed directly to the Parent by the Tutor.

**Additional Requirements**

1. Completion of this form is required to commence lessons.
2. Existing students must indicate their intention to continue private music tuition in the next school year by the end of each Term 4.
3. Students who take lessons during school periods will be issued with a small green authorisation card which must be shown to the class teacher before leaving and when returning to the classroom.
4. It is the student’s responsibility to ensure all homework, assignments, assessments and class work is completed for any session missed due to attendance at a private music lesson. The rotating timetable should ensure that students do not miss the same period more than once or twice each term.
5. Students are responsible for adhering to the private music tuition timetable, consulting with their tutor if there are any problems or doubts about a lesson time. Students are free to swap their lesson with another student where an assessment task falls at the same time as a timetabled lesson – however, only where convenient for all involved and only where adequate notice is given.
6. A normal semester of tuition provides one half hour lesson per week. Additional lessons can be arranged between the Parent and Tutor and are recommended leading up to examinations, performances and for senior students.
7. Lessons will not continue where fees have not been paid after the given pay period.