



Sharing Faith, Hope & Love

Emmanuel College Enrolment Application form 2020 Instrumental & Vocal Music Tuition

NAME _____

STEP 1 INSTRUMENT SELECTION

Woodwind

- Flute
- Oboe
- Clarinet
- Alto Saxophone
- Tenor Saxophone

Brass

- French Horn
- Trumpet
- Trombone
- Euphonium
- Tuba

Strings

- Violin
- Viola
- Cello
- Double Bass

Other

- Voice
- Piano
- Guitar
- Bass Guitar
- Drumkit

Do you wish to hire an instrument?

Hiring is facilitated through Dale Cleves Music with all costs to be borne by the hirer.

YES

NO

STEP 2 LESSON TYPE

- Individual** Rotational During School Hours
- Individual** Fixed Lunchtimes or After School (subject to availability)

STEP 3 SIGNATURES

We understand and agree to all of the **conditions of enrolment** as set out on the back of this form.

DATE

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

OFFICE USE ONLY

NOTIFIED
SYSTEM

- Business Manager
- Enrolled

- Instrumental Music Teacher
- Timetabled

- Parent / Student
- Timetables Printed

CONDITIONS OF ENROLMENT

Please read carefully the following conditions of enrolment for the Instrumental Music Program at Emmanuel College.

1. FEES & BILLING

Fees are billed to your College account at the commencement of the year. The instrumental music program is an extracurricular activity and therefore all College fees must be up to date or a plan in place.

Individual Lesson	\$224.00 per term
\$28.00 per lesson	(8 lessons per term)

2. LESSON GUARANTEE

Students commencing tuition at the beginning of the academic year will receive a minimum 32 lessons. Those commencing later in the year can expect to receive:

Term One	32 lessons minimum
Term Two	24 lessons minimum
Term Three	16 lessons minimum
Term Four	6 lessons minimum

Students will not be charged for lessons received in addition to this minimum quote. Students who do not receive the minimum quote will be reimbursed at the end of the academic year.

3. DISCONTINUANCE OF LESSONS

Students may withdraw from the program at the end of any term, but must give the teacher **two weeks written notice** via a completed **Termination of Enrolment** form returned to the Music Administrator. This form can be obtained from the Music Department Office.

Students will be automatically re-enrolled in private music lessons every year while at Emmanuel until such time as a parent/guardian provides appropriate notification of termination as indicated above.

4. INSTRUMENT HIRE

Instruments may be hired locally through Dale Cleves Music. Once hired, these instruments become the responsibility of the student and the parents. They are supplied in good order and any damage (beyond normal wear and tear) must be made good. Parents should consider insuring instruments against damage and theft by adding the instrument to their home insurance.

5. LESSONS AND TUITION

Students are required to attend all the regularly scheduled lessons punctually, with all instruments and tutor books. Lessons are expected to be for a full academic year (32 weeks). Ongoing tuition is subject to satisfactory progress and regular attendance.

6. LESSON TIMES

Lesson times must be recorded to ensure students bring instruments and tutor books to scheduled lessons. These weekly lesson dates and times should be transferred to the student's Study Planner, the family calendar and any other place to assist students to remember lesson times and dates. Posted timetables should be consulted regularly

through the week for changes. Lesson timetables for the term are posted on the Music Department noticeboard and noticeboards near studios where students have their lessons. A rotating timetable is applied wherever possible ensuring that students do not miss the same subjects in consecutive weeks.

7. ABSENCES

Please give as much advance notice as possible by telephoning the tutor concerned or by contacting the Music Administrator on 5560 0808 (from 8.15am) or email kmcdonald@emmanuel.vic.edu.au. This will allow the teacher to better use any resulting vacant periods for other students. Please do this in addition to ringing the student absentee line. Lessons missed by students without sufficient notice to the Music Administrator (24 hours notice) will be counted as given. Lessons missed with sufficient advance notice will be made up, as will lessons missed because of school excursions, sport events notified in the College calendar, newsletters or bulletins.

8. PRACTICE

This is encouraged daily and consistent to take full benefit of the tuition. Parents are encouraged to support their child's learning by helping them to establish a daily practice routine. Finding a regular window of time, such as immediately after school, or before or after dinner, helps when establishing such a routine.

PLEASE NOTE:

- It is much better to practice for a small amount of time every day, than to have one or two big practices each week.
- Students should have a music stand & stable chair, in a quiet place without other distractions such as TV, radio, mobile phone or iPod.

Every student will be supplied with a Practice Diary at a cost of \$5 in which their teacher will note what is to be practiced for the week - it is an important communication tool between tutors and parents. Students then need to complete this by filling out how much practice they did each day and reflecting on the quality of that practice. **Parents should sign the Practice Log each week to acknowledge the practice times recorded, and any messages from the music tutor.**

9. BOOKS & EQUIPMENT

Students are from time to time required to purchase music books for their tuition as recommended by their music tutor. Reeds, strings, valve oil and other accessories may be purchased from the Music Department when necessary.

10. STAFF & STUDENT SAFETY

Finally, staff and student safety are a high priority at Emmanuel College. CCTV operates in our tuition studios to enhance the security and safety of staff and students. The College, however, requests a parent/guardian or other responsible family adult member attends instrumental tuition lessons conducted outside normal school hours (8:50am - 3:30pm) and waits in the waiting area outside the studios for their child.