27 January 2016

Dear Parents/Guardians

Green Point Christian College
Music Tutor Program Terms and Conditions 2016

This form outlines the Music Tutor Program Terms and Conditions. We trust that this policy will enable you to understand the responsibilities of parents, students and tutors, so that the tuition program will run efficiently. If you have any further questions, please do not hesitate to contact Mr Colin Muir on 4363 1266. The attached form must be signed by parents before students can commence the tutoring program.

Teaching Terms:
Tutoring days occur during Green Point Christian College school terms. Where a lesson time clashes with a public holiday, a new time will be allocated. If a lesson cannot be rescheduled during that week, a make-up lesson will be rescheduled later during the term.

Times:
Each student will be allocated a weekly lesson time which is reserved for the student’s exclusive use. Where possible, this time will be fixed in consultation with the student’s class teacher. Lesson times cannot be reserved without a completed enrolment form.

Absence Due to Illness/School Activities/Forgetfulness:
Tutors are not official full time staff, and as such, do not receive regular communication about our College activities. In the event of any absence due to a school activity (such as an excursion, assessment task, sports carnival, examination etc) or illness, please telephone your tutor directly, as early as possible before the scheduled lesson time so that a “make-up” lesson can be arranged. Early notice is important so that tutors can re-schedule other students. Each student has an allowance of two make-up lessons per term.

If you do not notify the tutor of your child’s absence, or if your child fails to turn up for a lesson without notice, the lesson will be deemed to have taken place and will be charged to your account.

PLEASE NOTE: All “make-up” lessons must occur within the current term. They cannot be transferred to the following term.

Lesson Cancellation:
Where possible, your child’s tutor will endeavour to give at least 24 hours notice if the lessons are to be cancelled. In the event of illness, a note will be placed on the Music studio room door. This lesson will be made up within the current term.
Terminating Lessons:
Four weeks’ notice is required should you decide to terminate lessons.

Fees:
Current rates are $32 per half hour lesson (excluding GST). An invoice for the terms fees will be sent home early in the term and is to be paid within 14 days. Outstanding balances after this date may attract an interest charge of 10% pa. There is no provision for payment of fees by the lesson or on a week-to-week basis. There is no refund should students decide, without notice, to terminate their study. Lesson fees cover tuition only. Books, exam fees, CD’s, etc will incur additional fees and are the parent’s responsibility to cover.

Music Tuition Annual Fee
- $40 per year – Non refundable. This will be charged to your school fee account and is payable to the College by the end of the term.

Instrument Hire – (should your child hire an instrument from the College)
- $70 per semester – Non refundable. This will be charged to your school fee account and is payable to the College by the end of the term.

By completing and returning an Enrolment Form, you are agreeing to the Terms and Conditions of Enrolment with the Green Point Christian College Tutor Program.

Lesson times will be organised upon completion of enrolment forms.

Yours in Music

Colin Muir
Music Tutor Co-ordinator
Music Tutor Program Enrolment Form

Student’s name: .............................................................. Date of birth: ....................

Year/Class (and Teacher’s name if Junior School): .............................................................

Instrument: ..........................................................................................................................

Does student own their own instrument? Yes / No (student will hire from school $70 per semester).

Past experience at playing musical instruments: ..............................................................

..............................................................

□ Returning student to Green Point Christian College Tutor Program

□ New Student to Green Point Christian College Tutor Program

Preferred Lesson Times: 1 ........................................... (For Junior School, consult with teacher)

2 ...........................................

Names of Parents/Guardian........................................................................................................

Mobile phone: ............................................ Home phone: ............................................

Email Address: .................................................................

Home Address: ................................................................................................................................

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Please complete and return to the College office

PERMISSION NOTE – MUSIC TUTOR PROGRAM 2016

I give permission for ........................................................ Year/Class ........... to attend a weekly music tutoring class to be held at Green Point Christian College.

Cost: $40 Music Tuition Annual Fee payable to Green Point Christian College -

(non-refundable).

$70 Instrument hire cost per semester (is applicable – non refundable)

Total: $______________

I acknowledge the amount of $______________ (total) will be charged to my school account, due and payable at the end of Term 1, 2016.

Signed: ____________________________ Date: __________________________

Parent/Guardian