Dear Parents and Students,

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 Colin Muir on the number below. The attached form must be signed by parents before students can commence the tutoring program.

TEACHING TERMS:
Tutoring days occur during GPCC 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 and the payment of fees.

ABSENCE DUE TO ILLNESS/SCHOOL ACTIVITIES/FORGETFULNESS:
Tutors are not official full-time staff, and as such, do not receive regular communication about school 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 phone 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 tutor will attempt to provide a make-up lesson, however if this is not possible, 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. This lesson will be made up within the current term.

TERMINATING LESSONS:
Four weeks notice is required should you decide to terminate lessons.
FEES:

Tutor Fees
- Current rates as set by GPCC are $30.00 per half hour lesson (excluding GST) payable directly to tutors
An invoice for the term 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
- $40.00 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)
- $70.00 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 GPCC tutors program.

Lesson times will be organized upon completion of enrolment forms and payment of fees.

Yours in Music,

Colin Muir
Music Tutor Coordinator
GREEN POINT CHRISTIAN COLLEGE

Music Tutor Program Enrolment Form 2015 (For Private Individual Lessons)

Student's name: _______________________________ DOB: __________________

Year/Class (and Teacher's Name if Junior School): ___________________________

Instrument: _____________________________________________________________

Does student own their own instrument?: Yes / No (student will hire from school)

Past experience at playing musical instruments: Returning student to GPCC TUTOR program/ New Student (please circle)

Preferred Lesson Times: _________________________________________________

Names of Parents/Guardian: _____________________________________________

Mobile phone: ___________________________ Home phone: ______________________

Email Address: __________________________________________________________

Home Address: __________________________________________________________

Please complete all sections and hand in to the front office.

PERMISSION NOTE – MUSIC TUTOR PROGRAM

I give permission for ______________________________________________________ Class: ____________
to attend Weekly Music Tutoring classes to be held at Green Point Christian College.

Cost: $40 (Music Tuition Annual Fee payable to GPCC (non-refundable)

$70 Instrument Hire cost per semester (if 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.

Signed: ____________________________ Date: ________________________________

Parent/Guardian