



SCHEDULE OF FEES 2018 MUSIC TUITION PROGRAM

VOCAL AND INSTRUMENTAL TUITION

Private Half Hour Lessons	30 minutes	\$38 per lesson
Private Hour Lessons	60 minutes	\$74 per lesson
Little Mozarts Lessons	30 minutes	\$18 per lesson
Year 3 Sing and String	30 minutes	\$100 per annum
Year 5 Beginner Band Program	60 minutes	\$115 per term/\$460 per annum
Grade 1 to Grade 3 Group Theory Lessons	30 minutes	\$110 per term
Grade 4 to Grade 6 Group Theory Lessons	45 minutes	\$140 per term

ADDITIONAL CHARGES

Home-Play Diary	\$16.50
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There may be additional costs required for music and theory tuition such as method books, instrument accessories and external examination fees. Where these resources are provided by the College, these costs will be communicated to parents in advance and will be charged to the Parent Account for the applicable term.

TERMS AND CONDITIONS

- The minimum period of tuition for new students is one semester. All students in the Music Tuition Program receive one half hour lesson per week, unless otherwise agreed. Current costs are outlined in the Schedule of Fees above and are subject to annual review. All tuition fees will be charged to the normal Parent Account and are to be paid in advance each term.
- If tuition fees are not paid by the due date, Ormiston College has the right to refuse a student's continued enrolment in the Music Tuition Program and may offer their position to another student.
- Lessons can only be discontinued at the end of a school term. **THERE WILL BE NO REFUND OF TUITION FEES IF LESSONS ARE DISCONTINUED AT OTHER TIMES.** Notification of withdrawal must be in writing to the Dean of Music at least four weeks prior to the end of term to avoid being charged for the following term.
- Little Mozart Tuition lessons are provided in groups of up to four students learning together and therefore make-up lessons or credits for missed lessons will only be considered in extreme circumstances.
- Only Private lessons that have been missed for acceptable reasons **and** with adequate notice provided, will be 'made up' by the tutors or credited to the Parent Account.

Acceptable reasons for missing a lesson

- Important assessment
- Excursions
- Important College events
- Illness

Unacceptable reasons for missing a lesson

- Forgetting the lesson
- Forgetting an instrument
- Student was not given a reminder

Adequate notice - procedure for informing tutors

In the previously mentioned cases, students and/or parents must contact the Music Department or the tutor directly via email, preferably 24 hours before the event so that they can adjust their teaching schedules. Parents and students need to realize that most tutors are only at the College for a small amount of time each week and, therefore, cannot be expected to know about any abrupt changes of routine.

If students are not able to inform their teacher of their unavailability until the morning of their lesson (eg. due to illness), the procedure below must be followed:

- Parents need to call the Music Tuition absentee line on 3488 6753 prior to 8.30am and leave a message informing the Music Administration Assistant that their child is absent from school and will not be able to attend their lesson. Please note that this is a separate process to informing the College that your child is absent from school and both must be undertaken.
- The Music Administration Assistant will then relay this message to the student's Music Tutor.

6. Lesson Credits
 - All make-up lessons for Acceptable Absences within a term will be tallied and finalised with students as of the last day of each term (ie. four times per year). Any outstanding credits for lessons not received due to Acceptable Absences will then be communicated to the Accounts Department to be applied to the Parent Account as soon as possible. Once a credit has been processed, an amended Statement of Account will be issued.
7. Procedure for Secondary School students when leaving and returning to academic classes
 - A copy of their music timetable must be in the students' homework diary
 - Teachers must sight and sign this timetable when students leave and return to class
 - Secondary School students must tap in and out of tuition lessons on the student kiosks located in the Lingo Lin Performing Arts Theatre and Junior Arts Centre
 - Students must leave class no more than five minutes before their music lesson commences and return to class no more than five minutes after their music lesson finishes.
 - If a student requires a lesson time other than that printed on their timetable (or if they do not have their homework diary) they must see their music tutor before 8.30am to receive a Yellow Slip which will act as their only means of leaving and returning to academic classes.
 - If their Music Tutor is unavailable by 8.30am, students are to leave a message in the appropriate teacher's file and return to collect their Yellow Slip at morning tea.
8. Phone Calls
 - Students should not rely on a phone call from their tutor.
 - Tutors will make a reasonable effort to contact students in the Junior School (Years 1 to 6) where necessary.
 - Students in the Secondary School must assume responsibility for remembering their lesson time each week.
9. Co-curricular Music Program
 - All students who learn a string, woodwind, brass, percussion or guitar instrument at the College MUST participate in the Co-curricular Music Program. For Secondary School students, this involves two rehearsals each week, one of which will be with one of the core instrumental ensembles: Symphonic Band, Woodwind Ensemble, one of the String Ensembles or one of the Guitar Ensembles. Students will then participate in at least one other ensemble. Junior School students are only required to participate in one core ensemble.
 - All students who learn voice at the College MUST participate in one of the following core vocal ensembles: Ormiston College Chorale, Ormiston College Singers, Pochino Choir or Kinder Chorus.
 - Students who learn piano at the College must be involved in the student recital held annually. They must also be willing to be involved in the co-curricular program when the opportunity arises.
10. Students need to go to each lesson appropriately prepared. This includes bringing with them instruments, music, home-play diary and any other equipment that is required. Part of this preparation also includes daily practice.
11. All students in the Music Tuition Program will sit an in-house exam each semester. In addition, all students in the Music Tuition Program must perform at a minimum of one of the student recitals presented at the College throughout the year.