Music plays an important part in the life of our College. We offer individual one-to-one tuition in voice, guitar, drum kit, Saxophone, Flute and piano/keyboard. We also have a wide range of strings, wind and brass instruments available for hire with tuition. (Hire fees apply. Information is available from the Music Department.)

**General Information**

- **Enrolment:** Upon receiving the yearly administration fee, you will receive an email confirmation of enrolment. The music department will contact the student informing them of the first lesson day, time and venue. Once a student is enrolled, enrolment is automatically rolled-over semester to semester. Withdrawal from lessons is outlined below.

- **Lesson Type:** Private - 30mins one-to-one lessons $35 per lesson
  Group – Year 7 students only, Woodwind and Brass only, $17.50 30min lesson
  (Group lesson enrolment in Semester Two is conditional upon available number of students.)

- **Occurrence:** 32 lessons spread across the year. Tuition is usually on the same day each week, times are on a rotating timetable and will receive, in most instances, 16 lessons per semester. A regular lesson time may be negotiated with the music secretary dependent upon the availability of the sessional teacher.

- **Fees:** All fees are payable directly to Mount Lilydale Mercy College. If you have any questions in relation to payment of Instrumental tuition fees, please contact the College Finance Office.
  - Administration fee: $85
  - Semester Fee - Private: $560 per Semester
  - Group (Year 7 only): $280 per Semester

- **Absence from lesson:** If a student knows that he/she will be absent from school on the day of his/her lesson due to camps, excursions, medical or dental appointments etc., they are required to notify their instrumental teacher at least one week in advance.

  If a student is ill on the day of their lesson, parents must make contact with the instrumental teacher no later than 8.30am. If a student will be absent from a lesson owing to another classroom activity such as a test, PE, swimming, etc, notice must be given to the music teacher at least one week before the event, otherwise the full fee will be charged. All non-notified absences will be charged: on such occasions Parents/Guardian will, generally, be notified of the absence via sms, text message, or email.

  As our teachers are sometimes engaged in other professional activities at short notice, no fee is charged in such instances.

- **Withdrawal from lessons:** No student may withdraw from tuition during a semester, except at the request of the instrumental teacher. Lessons may only cease at the end of a semester. Notice of withdrawal form must be completed and signed four weeks before the end of semester if lessons are to be cancelled. Withdrawal forms are available from the Finance Office or Music Coordinator.

- **Ensembles:** Making music with others brings great joy to all. The College has two professionally run ensembles; choir (Monday) & band (Thursday). These groups rehearse weekly after school 3:30-5.00pm. It is the expectation of the College that students enrolled in our tuition program would also participate in at least one of these ensembles.

Enrolment in the Instrumental Program is very simple. Complete the form attached, and return it to the Finance Office in Dublin House. Any questions please contact Dr Curtis (Music Coordinator) or Mrs Sharon Flint (Instrumental Music Secretary) on 9739-2217.
Instrumental Tuition Enrolment Form 2015

Please return to the Finance Office or Student Reception Finance Drop Box

Student Name: ___________________________________ Student Number: ____________________

Parent/Guardian: ___________________________________ ___________________________________

Postal address: ___________________________________ Postcode: ________________________

Daytime Phone No: ____________________ Evening Phone No: ______________________

Parent/Guardian Email: __________________________________________________________

Mobile Phone No: ______________________

I wish to undertake music tuition __________________________ (name of instrument) □

I wish to hire an instrument ____________________________ (name of instrument) □

I wish to have: Private lessons @ $560 per Semester ______________________________ □

Group lessons Year 7 only woodwind and brass only @ $280 per Semester ______ □

I wish for my child to take External Examinations: Yes □ No □

I have read and I understand and agree to the conditions set out in the Instrumental program information sheet regarding payment of tuition fees and absence of lessons. I understand that tuition will automatically roll-over from semester to semester and I can only withdraw from Music Tuition at the end of semester one or end of semester two, giving at least four weeks’ notice in writing, prior to the end of semester to the Finance Office, using the College withdraw from music lessons form, before lessons may be cancelled. I understand and agree that I am responsible for the whole semester fees unless withdrawal has been requested by my Teacher.

SIGNATURE OF STUDENT: ___________________________ DATE: ________________________

SIGNATURE OF PARENT: ____________________________ DATE: ________________________

I wish to pay the $85 Instrumental Tuition Administration fee by: Cheque Credit Card (please circle)

Please debit my Mastercard / Visa (circle one only)

No: ___________________ / ___________________ / ___________________ / ___________________ / ___________________

With the Sum of $85.00 Expiry Date: ______/_______

Name: (as shown on card) __________________________________________________________

Address: _________________________________________________________________________

Signature: _____________________________________________________________________