

# Private Instrumental Music Tuition Application Form



SOUTHERN CROSS  
GRAMMAR

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Please indicate your choice of instrument below. You may select from **standard (30-minute)** or **extended (45-minute)** lessons. Students will receive 16 lessons per Semester (where possible to be conducted as 8 lessons per Term).

Instrument		Standard ✓	Extended ✓
<b>Drums</b>			
<b>Brass</b>	Trumpet		
	Trombone		
<b>Guitar</b>	Acoustic		
	Electric		
	Bass		
<b>Piano</b>			
<b>Strings</b>	Violin		
	Viola		
	Cello		
	Double Bass		
<b>Voice</b>			
<b>Woodwind</b>	Saxophone		
	Clarinet		
	Flute		
<b>Other</b> (please specify)			

## TERMS AND CONDITIONS

Please read the following terms and conditions carefully before signing this enrolment form, as they are binding and ongoing enrolment in the program is subject to them being adhered to.

1. **Billing**
  - a. Private Instrumental Music Tuition charges will be included on your Tuition Invoice and payable in advance of lessons commencing.
  - b. Private Instrumental Music Tuition charges are listed on the School's website (<https://www.scg.vic.edu.au/fees/>)
  - c. Lessons may be delayed where fees (including Tuition and/or Music charges) are in arrears. Extended delay in settling an invoice may influence the ability to deliver a full semester program.
2. **Semester Duration**
  - a. An Instrumental semester consists of sixteen (16) lessons per semester. Semester 1 comprises Terms 1 and 2, Semester 2 comprises Terms 3 and 4.
  - b. Additional lessons are available by applying to the Head of Music via [music@scg.vic.edu.au](mailto:music@scg.vic.edu.au). Additional lessons will be charged at the pro-rata rate of the charges refer to in 1.a. The Head of Music and tutor provide to commencement.
3. **Lesson Cancellation**
  - a. Students will be issued with their lesson timetable in Week 1 of each term.
  - b. Students who are absent from school due to illness must advise the Music Department by 8.30am that day via [music@scg.vic.edu.au](mailto:music@scg.vic.edu.au) noting that the student will not be attending their scheduled music lesson.
  - c. Students who are unable to attend a lesson due to a planned absence must inform the Head of Music, via [music@scg.vic.edu.au](mailto:music@scg.vic.edu.au), at least 24 hours prior to the lesson. Examples of a planned absence include but are not limited to, scheduled appointments or family holidays.
  - d. Lessons cancelled with the required notice as per items 3.b or 3.c will be rescheduled where possible.
  - e. In the event that a lesson has not been rescheduled prior to the end of the semester due to school events or tutor absence, please contact the Head of Music via [music@scg.vic.edu.au](mailto:music@scg.vic.edu.au).
4. **Withdrawal from Program**
  - a. Enrolment in the Private Instrumental Tuition Program is for the full semester. Enrolment will roll over to the next semester (including into the next school year) unless notification is made to the Head of Music via [music@scg.vic.edu.au](mailto:music@scg.vic.edu.au)
  - b. Students who withdraw from the program mid-semester will not have their fees for that semester refunded.
5. **Instrument Hire and External Examinations**
  - a. Hiring and purchase of instruments is to be organised externally by the parent/caregiver. Parents or students may consult tutors for advice on instrumental hire and purchase. Payment, collection and care of these instruments are the responsibility of the parent/caregiver.
  - b. Under the advice of the music tutor, the parent/caregiver is responsible for the payment and lodgement of documentation for external examinations.
6. **Communication with Instrumental Tutors**
  - a. As a means of communication and information, a Music Diary will be provided to all students at their first lesson and will appear on the Tuition Invoice.

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Please ensure you check the following boxes to indicate that you understand and agree to the aforementioned Terms and Conditions.

If a student resides with both parents/guardians, or shared care is in place, please ensure both parties sign below:

*I/We have read the Terms and Conditions as outlined and understand that:*

- Private Instrumental Music Tuition lessons are billed one semester in advance, debtor accounts (including for Tuition and other charges) in arrears may delay commencement / continuation of lessons.*
- Private Instrumental Music Tuition that is ceased mid-semester will not have fees for that Semester refunded.*
- In the event of my/our child being absent due to illness/appointment I/we must notify the Head of Music via email ([music@scg.vic.edu.au](mailto:music@scg.vic.edu.au)) prior to 8.30am on the day of their absence. Failure to do so may result in the lesson being forfeited.*
- In the event of planned absence (ie. holiday or appointment) I/we must notify Head of Music at least 24 hours prior to the lesson in order to be eligible for a make-up lesson. Failure to do so may result in the lesson being forfeited.*

Parent/Guardian 1 Name (please print): \_\_\_\_\_  
Parent/Guardian 1 Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian 2 Name (please print): \_\_\_\_\_  
Parent/Guardian 2 Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_