



## Instrumental Music Tuition Terms and Conditions

### Fees

- By enrolling in Individual Music Tuition, you are engaging in a contract with an instrumental teacher for the whole semester and commit to pay for the entire number of scheduled lessons.
- Individual Music Tuition fees are charged in advance per semester. Invoices are sent separately to school fees in Terms 1 and 3.
- Payment in full must be made to Newhaven College within 14 days of the invoice date.
- Students may not continue with lessons if payment is overdue.

### Absences

- As soon as you become aware that your child will be unable to attend a lesson, the instrumental teacher must be notified via a text or SEQTA Direct message.
- A make-up lesson will be scheduled if at least 24 hours' notice of your child's impending absence is provided.
- Without 24 hours' notice, a make-up lesson will not be offered and the lesson fee will not be credited. Exceptions may be made in the case of medical or personal emergency.
- In the case of shared lessons, absences cannot be made up or credited.

### Cancellation

- Requests to cancel lessons must be made in writing to the PA to the Director of Music providing a minimum of three weeks' notice prior to the end of semester.
- Music tuition enrolment fees are paid in advance each semester and refunds are generally not available.

### Instrument Hire or Loan

- Once an instrument has been issued, the family takes responsibility for its care and condition until the instrument is returned. All reasonable care must be taken against the instrument being lost, stolen or damaged.
- Loss or damage must be immediately reported to the instrumental teacher or the Director of Music and damaged instruments must be returned to Newhaven College.
- Repairs must not be attempted by the student or any other person.
- The cost of loss or repairs due to negligence is the responsibility of the hirer / borrower.
- Accidental damage or loss of any instrument is not covered by school insurance while the instrument is on hire. It is a requirement that parents/guardians arrange full cover from all risks during the period of hire/loan. Advice on appropriate insurance can be



provided on request. Please contact our Music Administrator Belinda Manning via SEQTA message or email: [music@newhavencol.vic.edu.au](mailto:music@newhavencol.vic.edu.au)

- Instruments will be hired for up to two years. After two years, the arrangement may be reviewed and a student may need to purchase their own instrument.

### Communication & Commitments

- Instrumental teachers will maintain regular contact with parents on each student's progress.
- Lessons will usually be on the same day of the week but be aware that if there are interruptions to the week due to public holidays, student free days etc. lessons may be scheduled to a different day or may need to be rescheduled to a catch-up lesson at another day/time due to the teacher's other commitments.
- To receive full benefit from tuition, students must practice regularly and consistently.
- Students are strongly encouraged to participate in College ensembles to round out their musical development, extend skills, build connections, sustain motivation and give back to the musical life of the school.
- The Music School asks for active parental support for the practice schedule, ensemble involvement and preparation towards graded exams or graduations as recommended by the instrumental teacher.