



Enrolment in the programme

The Instrumental Programme Guidelines need to be read and understood prior to completion of the enrolment form, which can be found at the bottom of this document.

- a) Lessons will not commence until an enrolment form has been submitted, processed and payment made. Lesson fees are charged at \$38 per lesson, with eight lessons per term, with group and longer lessons at a pro-rata rate. A term fee of \$304 is to be paid fully by the end of week 3 of the term.
- b) Lessons run for a term length of 8 weeks with one lesson per week.
- c) Your contact details, including an email address will be provided to the assigned tutor. You will be provided with your tutor's contact details upon confirmation of lesson times. The contact details for each instrumental/vocal tutor are located on each student's lesson timetable given to them at the commencement of lessons.
- d) Lesson times will be rotated on a fortnightly basis to ensure students do not miss the same classroom lessons each week.
- e) It is assumed that parents who do not complete an enrolment form at the commencement of each new year do not wish their child to continue instrumental lessons at St Brigid's College.

Reporting and communication with tutors

- a) Parents are encouraged to communicate with their child's tutor should they have any feedback or queries about their child's lessons or progress.
- b) Parents will receive a report at the end of each semester.

Fees

- a) It is your responsibility to notify the College at music@stbrigids.wa.edu.au directly if for any reason your child cannot attend their lesson. (This includes illness, excursions, incursions, masses etc.) Strictly 24 hours' notice of non-attendance must be provided to avoid being charged for the missed lesson. Every effort will be made to reschedule a missed lesson if advised 24 hours prior, but this cannot be guaranteed.
- b) A record is kept of weekly attendance of lessons by the tutor.

Withdrawal from the programme

- a) It will be assumed that once enrolled a student will continue lessons for the full year. Should you wish to withdraw prior to the end of the year formal written notice, via email to music@stbrigids.wa.edu.au must be provided to the College at least two weeks prior to the end of the term. If no notice is received by the stipulated time a full term's fee will be charged. Any issues regarding account payments must be addressed to the College accounts department, accounts@stbrigids.wa.edu.au
- b) All students wishing to continue instrumental/vocal lessons must complete a new Enrolment Form each year which will be sent home at the end of the year. Please email music@stbrigids.wa.edu.au for a copy of the form if you require one.

Instrument hire

- a) The College offers the opportunity for parents and students to hire instruments at a very affordable rate. Instrument Hire Fees are \$275 per annum
- b) A limited number of instruments are available for hire, should you wish to hire an instrument please email music@stbrigids.wa.edu.au for a copy of the form.
- c) Submission of a form does not automatically entitle a student to an instrument. Instruments will be allocated in order of receipt of applications and therefore St. Brigid's College cannot guarantee that all requests for instruments will be met.
- d) Instrument hire fees, where required will be charged together with Lesson fees by the College.
- e) Students are required to purchase their own reeds, strings, valve oil, water spray bottles, resin, books and other accessories.
- f) Students are responsible for the care and cleanliness of the hired instrument.
- g) All reasonable care must be taken to prevent damage, loss and theft; (this includes having the instrument case clearly marked with the hirer's name and year level.)
- h) No person other than the student hiring the instrument (and their Tutor) is permitted to play the instrument. Instruments may not be left in lockers or school bag areas after hours.
- i) Students are responsible for any damage (deliberate or accidental) to their hired instrument.
- j) Any hired instrument requiring repair will be serviced through the school. On no account must the student or any other person attempt adjustments or repairs to an instrument. Any damage or defects caused by the hirer must be reported immediately to music@stbrigids.wa.edu.au. The College will be responsible to organise repairs. Parents will be required to pay for these repairs.
- k) Repairs due to normal wear and tear will be paid for by the College.
- l) It is the responsibility of the College to ensure that instruments are in good condition at the time of hire.
- m) Students who discontinue lessons are responsible for returning their hired instrument as soon as possible. On return of an instrument, the student must ensure that their instrument return is recorded by an Arts Team staff member.
- n) Instruments not returned will be charged at the full replacement cost for a new instrument.

Maintenance and stock take

All instruments are subject to a yearly maintenance check and audit for our stock take. No school owned instrument is exempt and you will be emailed if the return of an instrument is required. Students are encouraged to take their instruments home over the summer holiday break.

Maintenance and stock take

- a) All payment or account queries are to be directed to the College's accounts department, accounts@stbrigids.wa.edu.au
- b) All other queries are to be directed to music@stbrigids.wa.edu.au

Enrolment form

The Music Programme Enrolment Form must be completed and submitted for processing prior to commencing lessons.

The form can be obtained at the following link:

[Music Programme Enrolment Form](#)