

# Years 3-12 Instrumental Music Program Application Form

Thank you for your interest in the Newman College Instrumental Music Program. If you would like your child to learn an instrument/voice through the College in 2018, please complete this form and return to the Administration Office of your relevant campus.

- To begin Term 1 2018: **Friday 8 December 2017**
- To begin Term 2 2018: **Friday 23 March 2018**
- To begin Term 3 2018: **Friday 15 June 2018**
- To begin Term 4 2018: **Friday 7 September 2018**

I give permission for my child to commence tuition on the following instrument/s: (please tick)

## Available for hire

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Flute         | <input type="checkbox"/> Euphonium       | <input type="checkbox"/> Trombone             |
| <input type="checkbox"/> Oboe          | <input type="checkbox"/> Alto Saxophone  | <input type="checkbox"/> Double Bass          |
| <input type="checkbox"/> Clarinet      | <input type="checkbox"/> Tenor Saxophone | <input type="checkbox"/> Tuba                 |
| <input type="checkbox"/> Bass Clarinet | <input type="checkbox"/> Trumpet         | <input type="checkbox"/> Cello (limited hire) |
| <input type="checkbox"/> Bassoon       | <input type="checkbox"/> French Horn     |   |

## NOT available for hire

- |                                 |  |   |
|---------------------------------|--|---|
| <input type="checkbox"/> Voice  | <input type="checkbox"/> Percussion/Drums (Y7-12)                              | <input type="checkbox"/> Bass Guitar                                |
| <input type="checkbox"/> Violin | <input type="checkbox"/> Drum Kit (Y3-6)<br>(only paired lessons<br>available) | <input type="checkbox"/> Classical Guitar                           |
| <input type="checkbox"/> Viola  | <input type="checkbox"/> Piano (only single lessons<br>available)              | <input type="checkbox"/> Contemporary Guitar<br>(Electric/Acoustic) |
|                                 |  | <input type="checkbox"/> Ukulele                                    |

Student Details	
Student's Name:	
Year in 2018:	Class/PCG:
Address:	
Email:	
Phone (Home):	Phone (Mobile):
Additional Information	
I am a new student <input type="checkbox"/>	Request previous tutor (if applicable): <input type="checkbox"/>
Number of years studied:	Request another tutor (if applicable):
Please indicate whether you would like to hire College instrument for \$80/semester	<input type="checkbox"/> Yes <input type="checkbox"/> No Piano, Guitar and Drums are <b>not available</b> for hire

Please indicate the required lesson:

Single lesson: @ \$35.00 per 30 minutes ☐

Paired lesson: **(if available, Year 3-9 only)** @ \$26.00 per 30 minutes ☐

Please understand that paired lessons are not always available. If you do not wish to proceed with individual lessons, please check this box. ☐

Partner to be paired with name (if known) \_\_\_\_\_

**\* Please read and sign the information below in order to complete application**

In order to foster the continued success of the Newman College Instrumental Program, both the parent and the student should understand the following:

1. No student may commence or withdraw from instrumental tuition without written notification from their parent/guardian.
2. The annual Music tuition fee will be billed per semester in January/July. Please observe invoice due dates carefully. Families must be in financial good standing in order to receive instrumental/vocal lessons. Any queries or concerns regarding payment must be directed to the Newman College Business Manager.
3. Enrolments may be cancelled **at the end of week 8 of each term for the following term** provided a green withdrawal form is completed and returned to the Music Office by:
  - **Friday 23 March 2018**
  - **Friday 15 June 2018**
  - **Friday 7 September 2018**

Otherwise you will continue to be charged for the lessons. These forms can be obtained from the tutor or from the office on the relevant campus.

4. Instrumental lessons are available for all students at Newman College to apply and normally take place during college hours. It is students' responsibility to attend lessons punctually and regularly. Lessons are scheduled on a rotating timetable (students attend lessons at a different time from one week to next to minimise disruptions to the academic schedule). 'Out-of-school' times are limited and may be requested; however, priority for requested times is given to Year 11 and 12 students in order to accommodate their academic workload. Lesson times can be accessed on SEQTA.
5. **Absence from Lessons**
  - If a student forgets to go to a lesson or misread the timetable, the lesson will be forfeited.
  - **Camp/Excursion/Incursion/Tests:** Tutors must be notified by the parent/guardian at the previous lesson in writing (via Music Practice Diary, email or letter) about known calendar items or academic commitments. Students can see Mrs Knight, in the Music Office (Mon-Thurs) 24 hours beforehand so the lesson can be rescheduled. Do not give notice on the day as it will result in forfeiting the lesson, as it is too late to reschedule.
  - **Sickness:** Tutors must be contacted directly, the **day before** the lesson in order to be advised of illness; failure to contact the tutor will result in forfeiting the lesson. Contact details can be found in your child's Music Practice Diary or from the Music Department.
  - **Tutor absence:** The lesson will be credited or a replacement lesson will be given where possible.

- **Assemblies/Masses:** Unless a student is required to participate in an assembly/mass, students must attend instrumental lessons as normal.
  - **Holidays during school terms:** If a holiday is scheduled during term, the lesson will be charged for, unless notification is given **before the commencement of term** to Mrs Knight, in the Music Office.
6. Make up lessons owed will be given during the current semester at the availability of the tutor. Outstanding make up lessons will be credited in the following semester's invoice.
  7. When students have achieved a level of suitable competency they will be **required to participate in a College ensemble and/or choir**. Since many of these rehearsals occur outside of school time, it is important that students are punctual and suitably equipped. Students may audition for the College's senior instrumental ensembles. Instrumental lessons are **compulsory** for these students.
  8. Concerts and public performances are scheduled throughout the year. These events are compulsory for all students involved and every effort must be made to ensure they are available for these events. Parental attendance is highly valued at these concerts.
  9. Students will be issued a College Music Practice Diary in the first lesson. **A charge of \$6.00 for the diary will be billed to your account.** The Music Practice Diary is to be taken to each lesson to be used to record homework, daily practice and to facilitate communication between the parent, the student and the Instrumental Tutor.
  10. All instruments, whether hired or privately owned, must be stored, whilst on the school premises, in cases and lockers provided in the Marcellin Performing Arts Centre or in the back of their classroom on the Lavalla Campus. Students are responsible for the security of their own instrument. All instruments and cases should be clearly identified with the student's name and phone number. Clarinet, Flute and Trumpet students from Year 10-12 must purchase their own instrument, as availability of these instruments to hire is limited. Lockers must remain locked at all times. Lost locks will incur a **\$20.00 replacement fee**.
  11. Loss or damage to Newman College instruments remains the family's financial responsibility.

We have read and understood the conditions above:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Queries:</b>	Contact: Mrs Elaine Knight, Music Administration Assistant Phone: 9204 9485 Email: elaine.knight@cewa.edu.au
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**OFFICE USE ONLY**

Date received: _____	Tutor: _____
Number of lessons: T1 _____ T2 _____ T3 _____ T4 _____	
Entered on MAZE (date) _____	Accounts notified (date) _____