



# THE MUSIC LEARNING CENTRE

*For Serious Fun*

## **2013 TERMS AND CONDITIONS** (All pages except the final page to be retained by applicant)

The Music Learning Centre operates on a 40 week teaching year. During 2013, the teaching terms will be as follows:

- Term 1 (12 weeks): Sunday 27 January – Sunday 21 April
- Term 2 (10 weeks): Sunday 5 May – Friday 12 July
- Term 3 (9 weeks): Sunday 28 July – Friday 27 September
- Term 4 (9 weeks): Sunday 13 October – Friday 13 December

Tuition *will* be offered as normal on public holidays which fall between the Music Learning Centre term start and end dates. The Music Learning Centre will however make every effort to reschedule individual lessons which students elect not to attend on a public holiday, provided at least 3 days notice is given. No refunds will be given for lessons not attended on a public holiday.

It should be noted that term fees for all courses are dependent on the number of weeks in a given term. Although prices below are quoted per lesson, all courses are billed on a term by term basis.

Course	Duration	Class Size	Lesson fees (GST incl.)
SmartMusic Class	30 mins	Max 6	\$16.00
Group Instrumental Tuition All instruments	30 mins	3	\$24.00
		2	\$26.50
Individual Instrumental Tuition All instruments	30 mins	1	\$39.50
	45 mins	1	\$56.00
	60 mins	1	\$73.00

**Please note that all fees quoted are inclusive of GST. Tax regulations oblige us to include GST in all fees (discounted or otherwise), regardless of the method of payment.**

All students will be invoiced for an entire term's tuition. Special consideration may occasionally be given to students who advise (at least 2 weeks prior to the start of term) of their intention to receive less than the full term's individual tuition. Please note however that it is the Music Learning Centre's policy not to accept partial payment of term fees from ANY student scheduled to receive tuition between 3pm and 6pm on a weekday. Music Learning Centre policy also excludes partial payment of term fees for all *group* tuition.

Where initial contact with the Music Learning Centre is part way through a term, a student may be billed for only a portion of the term's fees. This does not apply to students (existing or new) who, for any reason, miss the first one or two lessons in a term.

The scheduling of classes for enrolled students is carried out in the ten days prior to the start of term. The class schedule is fixed for the duration of the term. Students are strongly urged to advise the Music Learning Centre of their scheduling preferences a minimum of ten days prior to the start of term. Students with an excellent attendance and payment history are given preference over those with a poor attendance or payment record.

Enrolled students who miss any two consecutive lessons/classes without advising the Music Learning Centre may have their scheduled lesson/class time revoked, and be given an alternative lesson/class time. Students who miss any two consecutive lessons (without prior arrangement) and have not paid in full, will forfeit their enrolment.



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If the regular teacher is sick or otherwise unable to attend a lesson, the Music Learning Centre will either provide a substitute teacher, or reschedule the class at the mutual convenience of the student(s) and teacher. In the rare situation that a class has to be cancelled, a refund will be given.

## SmartMusic Fees

Full payment for SmartMusic classes must be received in advance, before acceptance into a class. A 10% discount is given to siblings who also attend SmartMusic classes. No refunds, credits or makeups will be given for missed classes.

## Instrumental Tuition

It is the Music Learning Centre's policy not to give refunds or credits for non-attendance. The Music Learning Centre *will* attempt to reschedule an individual lesson missed as a result of a student's sickness or injury, provided that reasonable prior warning of the absence is given. However, the Music Learning Centre is not obliged to reschedule lessons at the convenience of the student or students, particularly if less than 24 hours notice is given. Makeup lessons must be scheduled to take place before the end of the current school term, at the mutual convenience of the student and teacher. No makeup lessons will be given during the holiday period.

Students should make every effort to have their music ready and instruments tuned in advance, so that tuition may commence at the scheduled time. No makeup time will be given to students who have their lessons cut short as a result of their late arrival or slow preparation.

Students receiving instrumental tuition on violin, viola, cello, double bass or piano may elect to pay a \$27 (GST incl.) non-refundable resource fee. *Please note that borrowed music is to be used solely by the enrolled student.* This fee covers printing and photocopy costs, the provision of some stationery items, as well as the loan of selected music books, CDs and other resources. New students who choose to pay the optional resource borrowing fee will also receive a free music bag. Note that the printing and photocopying of materials, the loan of resources, and the provision of stationery will continue to be at the discretion of the Music Learning Centre. Exam books and single-use theory workbooks will not be loaned, but must be purchased separately by students.

Students must use only a soft pencil to make markings in borrowed music. Students will be charged the replacement fee of borrowed Music Learning Centre resources which are lost, or damaged beyond normal wear and tear. Students who do not take reasonable care of loaned resources will be denied this option in the future.

Students who elect not to pay the Resource Borrowing Fee must source and purchase all clearfiles, notebooks, bags, music books, sheet music, and CDs themselves. They must also pay for Music Learning Centre photocopies and printouts at \$0.25 per page, paying particular attention to copyright laws, and the fact that photocopies are ABSOLUTELY not permitted in exams and competitions. As a general rule The Music Learning Centre will not allow students to copy more than 3 pages from any one book.

No refunds or credit will be given to students who have paid for photocopies or printouts prior to paying the resource borrowing fee. A Resource Borrowing Fee of \$27 applies regardless of how many lessons a student receives in a given term. All borrowed resources must be returned no later than the student's last lesson for the term or the end-of-term concert.

*Students will only be entered into an exam after they have purchased the relevant exam book AND paid their term tuition fee AND exam fee in full. Students will only be entered into a competition after they have paid their term tuition fee AND competition fee in full.*



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## Group Lesson Fees (All instruments)

Group tuition is available on all instruments except drums and piano. Full payment of all group tuition must be received in advance before acceptance into a class. It is the student's responsibility to find a lesson partner (or partners) if group tuition is the preferred option. The Music Learning Centre may recommend a suitable grouping, however it bears no responsibility for groupings that students or their caregivers deem unsatisfactory. Students are obliged to remain in the same group for the duration of the term. A 10% discount will be given to family members living at the same address who share a group lesson. No makeup lessons will be given to students who miss a group lesson, unless all members of the group share the same address, and reasonable notice of an absence is given. All makeup lessons are at the discretion of the Music Learning Centre.

Students receiving only *group* tuition will not be entered into external examinations, with the exception of ABRSM Music Medals if and when they become available in New Zealand.

## Individual Lesson Fees (All instruments)

Term fees for all individual tuition must be paid in full in advance of the first lesson. A 10% discount will be given to additional family members (at the same address) who are also receiving individual lessons. Students enrolled prior to 2013 who have demonstrated an exemplary payment record, i.e. have paid on time and in full for four consecutive terms, may elect to continue making payment within four weeks of the invoice date. Students wishing to do so must first receive permission in writing from the Music Learning Centre. If such students do not continue to pay on time and in full, they will be required to pay future terms' fees in full in advance. There will be no exceptions to this rule.

It is the Music Learning Centre's policy not to re-enrol any existing student until fees for the preceding term have been paid in full. Students that have not yet paid term fees in full by the last day of term will be referred to a Debt Collection Agency.

Only students receiving individual lessons will be entered into St. Cecilia, Trinity Guildhall and ABRSM music exams.

Students may hire an accompanist of their choice to accompany them at external exams. All students who would like a Music Learning Centre accompanist at their exam will be billed an additional \$100 (GST incl.) accompanying fee. This fee covers the cost of up to three rehearsals with the accompanist (including aural testing too if required), totalling no more than 60 minutes. The fee also covers the accompanist's attendance at the exam. The \$100 fee must be paid in full before the first rehearsal. Note that this is the minimum preparation time required, and many students require more than three 'tries' with the piano to play confidently at their exam. Extra rehearsal time with a Music Learning Centre accompanist may be purchased at the rate of \$39.50 (GST incl.) per half hour. All students are strongly cautioned that too little time spent on rehearsing with the pianist, and lack of familiarity with aural tests usually results in poor exam marks.

Students who organise extra lessons during the term (eg. request additional lessons before an exam or competition) must pay the additional cost of these lessons before receiving them. The regular term fee is not reduced for students who request additional lessons but miss regular lessons later in the term. Exceptions to this rule must be agreed to in writing.

Selected students may be offered tuition during the Music Learning Centre holiday period. Tuition offered during this time is optional only, and will be billed on a lesson-by-lesson basis.



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## Choir

The Music Learning Centre choir fees are \$60 per term for all Music Learning Centre students currently receiving individual or group tuition on any instrument. Non-enrolled students are charged a term fee of \$120. Payment must be received in advance. Acceptance is by audition.

## The Virtuoso Strings Orchestra

The Virtuoso Strings Orchestra is open to students of all ages from around Grade 4 to Grade 8 level who are currently receiving individual tuition on a string instrument from any teacher. Annual fees are \$300. A limited number of orchestra scholarships are available. The orchestra rehearses every Saturday afternoon during the Music Learning Centre teaching terms.

## House Rules

- Shoes must not be worn inside by either children or adults.
- There is to be absolutely no food or drink consumed in music rooms or waiting areas.
- No running inside.
- Office and bedroom areas are out of bounds.
- Young children must be supervised in the toilet. It is the caregiver's responsibility to make sure hands are washed, and to check that the toilet and bathroom areas are left clean.
- Students and teachers are requested to wash their hands or disinfect them with the sanitiser provided before the start of each lesson and after each toilet break.
- Caregivers must not bring sick children (who are potentially infectious) to lessons.
- Dirty nappies are not to be changed in the music room or waiting areas.
- Toys that siblings play with during a lesson must be tidied up *before* the end of the lesson.
- Toddlers are not permitted to wander around the music room or otherwise distract the teacher or student(s) while a lesson is in progress.
- Children are not permitted to stand on furniture.
- Musical instruments must not be touched by either children or their caregivers without the permission and supervision of a teacher.
- It is the caregiver's responsibility to physically remove an upset or unruly child from the music room if the child's behaviour is disruptive.
- Students should exit the music room quickly and quietly at the end of their lesson to avoid disrupting the following lesson.



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This copy is to be retained by the Applicant

**I have read and understood all the Music Learning Centre's Terms and Conditions and I agree to abide by them:**

Student: .....  
Name of student

Signed: .....  
Student to sign if aged 18 yrs or over

Name: .....  
Full name of parent or legal guardian if student aged under 18 yrs

Signed: .....  
Parent or legal guardian to sign if student aged under 18 yrs

(Tick the relevant box)

**I do consent** to an unnamed photo of the student being placed on the Music Learning Centre's website or on printed advertising material.

**I do not consent** to an unnamed photo of the student being placed on the Music Learning Centre's website or on printed advertising material.

Date: ...../...../.....  
(dd) (mm) (yyyy)

This completed form is to be returned to the Music Learning Centre



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(dd) (mm) (yyyy)

(Tick the relevant box)

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**I do not consent** to an unnamed photo of the student being placed on the Music Learning Centre's website or on printed advertising material.

*Please let us know how you heard about the Music Learning Centre.  
Tick all boxes that are appropriate. Thanks!*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Word of mouth               | <input type="checkbox"/> Mailbox flyer | <input type="checkbox"/> Notice-board (please specify venue)..... |
| <input type="checkbox"/> Yellow Pages                | <input type="checkbox"/> Internet      | <input type="checkbox"/> Newspaper (please specify).....          |
| <input type="checkbox"/> School newsletter           |  |   |
| <input type="checkbox"/> Other (please specify)..... |  |   |