INSTRUMENTAL LESSONS AT YOUR SCHOOL

Learning music can be a very rewarding and enjoyable experience. Music is a universal language understood in every country, and provides a unique way of communication with others. Music is a wonderful adventure for people of all ages, and I hope your association with Hallmark Music Studio will be a long and enjoyable one.

No more trying to find a suitable teacher who can accommodate your busy, after school schedule, as lessons are provided throughout the school day on a rotation basis.

A lifetime of musical opportunity and talent could be discovered if given the chance. The satisfaction of sharing this gift with family and friends is also very rewarding.

Hallmark Music Studio provides tuition in:

- **Piano**
- **Keyboard**
- **Guitar**
- **Violin**
- **Singing / Voice**
- **Flute**
- **Trumpet**
- **Trombone**
- **Drums**
- **Music Theory**

**Mrs Kylie Hall**

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Instrumental / Singing
Lesson Policy 2012

Please ensure you read and understand the policy terms and conditions, and then return the attached agreement form.

These terms and conditions are based on the Music Teachers Association recommended policies for members.

LESSON ABSENCE
Notification of absence (due to excursions, tests, exams, camps, or any other appointment), must be communicated before 5pm the night prior to the lesson.

If a student is away due to unforeseen illness, the teacher must be contacted before 8am on the day of the lesson.

UNFORTUNATELY, IF NOTIFICATION IS NOT GIVEN BEFORE THIS TIME, PAYMENT FOR THE LESSON WILL STILL BE REQUIRED AND NO MAKE-UP LESSON IS POSSIBLE.

It is the parent’s and student’s responsibility (not the school’s) to notify the teacher of all excursions and other school events.

TEACHER ABSENCE
If the teacher is absent, parents will be notified and another lesson will be negotiated where possible.

If the lesson is unable to be made up during the term and has been cancelled by the teacher, this will be credited the following term.

MAKE-UP LESSONS
If a student fails to attend a lesson without prior notification as outlined within this policy, a catch-up lesson will not be scheduled and the fees for that lesson will be forfeited by the student.

Any extra lessons scheduled for special purposes such as exams carry the same fee and will be invoiced as required.

FEES
$25.00 per 30-minute private lesson or $17.00 per 30-minute group lesson.

Please note that group lessons are only recommended in guitar and singing and require a minimum of 2 compatible students to participate. Piano is offered in groups of 2 for students up to 8 years of age.

Fees are payable by term only and an account will be issued in the first week of term. Each private lesson is 30 minutes.

Payment for the entire school term is strictly required within fourteen (14) days from the commencement of each term.

Failure to pay within fourteen days will result in a 10% surcharge. Failure to pay by the due date will not guarantee the student’s music lesson placement. If payment is not received we have the right to suspend lessons.

No personal cheques will be accepted. Payment can be made by money order, cash or direct deposit. Direct Deposit banking information is on the invoice. 5 weeks notice will be given for any fee increase.

DEBT COLLECTORS WILL BE SENT FOR ANY OUTSTANDING ACCOUNTS AND CHARGES FOR THIS SERVICE WILL BE PAID BY THE CLIENT

BOOKS AND PHOTOCOPIES
Students will be periodically required to purchase music books. These will be invoiced as required. Photocopies will be invoiced on the next term’s invoice, or upon concluding lessons.

It is essential that music books and diary are brought to every lesson. If books are not brought, lessons may be cancelled. Parents are asked to read and sign the diary every week.

INSTRUMENT REQUIREMENTS
A student must have daily access to a suitable instrument. Please let us know if we can help you with information regarding purchase of a suitable instrument.

DISCONTINUING LESSONS
If a student decides to discontinue lessons, the following steps are to be taken:

- **5 weeks written notice** is required before the end of the current term from the parents/caregivers to the teacher, to avoid incurring fees for the following term.
- The student continues lessons until the end of the current term, or the remainder of the term payment is forfeited.
- Parents are also required to give written notice before the end of Term 4 if a student is discontinuing lessons at the end of the year, otherwise fees will be charged for the following term.
- All outstanding amounts must be settled prior to the final lesson – this includes photocopies, books and any other incidental charges.
APPLICATION FOR INSTRUMENTAL LESSONS 2012

Please complete all details and return this form to:
Hallmark Music Studio - PO Box 42, MITCHELL PARK SA 5043

Instrument choice: Piano [ ] Singing / Voice [ ]
(please tick) Acoustic Guitar [ ] Electric Guitar [ ]
Bass Guitar [ ]

Lesson preference: Private [ ] Group [ ]
(Group require a minimum of 2 people – Piano group lessons are only recommended for younger students up to 8 years old)

Name of School:

Date of application: __/__/____

Full name of student:

Date of birth: __/__/____ Year level at school: __________

Class teacher’s name:

Parent’s name(s):

Address:

Suburb: __________________ Postcode: __________

Home ph: ______________ Work ph: ______________

Mobile ph 1: ______________ Mobile ph 2: ______________

Language spoken at home: __________________________

Email address: ________________________________

Would you prefer correspondence (invoices / newsletters etc) via: Email / Post?
(Note: email option recommended for frequent users of email only)

If so, please circle preference

Has the student learnt music previously? __________________________

If so, please provide details of current level or books being used

I have read, understood and agree to abide by the conditions set out in the instrumental lesson policy.

Signed: ____________________ (parent/caregiver)

Please print name: __________________________

Dated: __/__/____

This information will be used for internal records of Hallmark Music Studio tutors and will not be issued externally.