The Gift of Music Award – Sponsored by Ann & Elizabeth Mathers
The Gift of Music Award covers full remission of music tuition fees for lessons on the student’s chosen instrument (up to 32 x 40 minute lessons for the year of the award.)

If an Award holder is withdrawn from the School before the expiry of the Award agreement, the full amount of fee remissions from the commencement of the Award period will be deemed payable. Parents are advised to read the Business Regulations (attached) carefully, as these apply to all School families.

All fees are required to be paid within the published due dates. Any modifications to fee payments must be at the express agreement of the Principal. Failure to meet fees as agreed could lead to the cancellation of this Award.

Award holders and their parents/guardians are expected to comply with the School’s expectations of behaviour. Gift of Music Award holders are expected to attend all scheduled lessons in accordance with the terms and conditions of all private music tuition.

**Timetable and Attendance**
Timetables are displayed in the Performing Arts Department and Janice Douglas Centre foyer. Most lessons are based on a rotating timetable, which means missing part of two (minimum) or three (maximum) class periods per term. VCE students are given priority when allocating out of class times.

Students must bring their Music Record Book to each lesson and write in the day, date and time of their next lesson. Any change to a lesson time will be communicated in the case of a Junior School student, directly to the parent via email.

**Absences**
The following procedures are in place to promote regular attendance at lessons and to nurture a strong sense of commitment.

Students are expected to be fully responsible for checking music timetables and attending their music lessons as indicated.

If a student is absent from school due to illness on the day of an Instrumental/Voice lesson, the parent/guardian is required to leave a message with the Performing Arts Administrator on 9581 1213, or alternatively an email is to be forwarded to aatkinson@mentonegirls.vic.edu.au before 8.00 am on the day. Lessons will be re-scheduled.

If a student does not give notice prior to an absence or forgets to attend, lessons will not be re-scheduled. Parents/Guardians will be contacted regarding consecutive unexplained absences.

If a lesson clashes with another activity, including camps, excursions, or House activities etc, Instrumental Staff require one week’s notice so that the lesson can be re-scheduled. Instrumental/Voice lessons missed due to extended holidays or other leave within the term will not be re-scheduled.

Lessons that are missed due to a staff member being away will be re-scheduled.
Business Regulations

The Gift of Music Award covers 16 lessons for an 18-20 week semester. This means that a lesson is not scheduled for every week. Therefore, not all absences are deemed ‘to be made up’ and where necessary can be covered during the three to five week gap.

Discontinuation

One term’s notice, in writing, is required to discontinue lessons.

This is counted as equivalent to one term’s lessons i.e. if your daughter wishes to cease lessons at the end of Term 3 2017, notification must be received no later than the end of Term 2 2017.

Re-enrolment

All music students will be automatically re-enrolled at the start of each calendar year. The Gift of Music Awardee will be automatically enrolled in lessons in Term 2 2018, from which time parents will be charged tuition fees unless notice to discontinue as above has been given.

In addition, we expect an Award holder will participate in ‘Bandstars’ when the student’s music teacher deems she has reached the appropriate level. ‘Bandstars’ is held on Thursday mornings at 7.30am in the Band Rehearsal Room.

Inclusions

Awards cover:
- Up to 32 private music lessons on the allocated instrument
- Instrument Hire for 1 year
- Materials and books as required

For new students, the acceptance process includes:
1. Completion of the Enrolment Application Form.
2. Payment of a non-refundable application fee of $100 when the Enrolment Application Form is submitted to the School.
3. Payment of the non-refundable Admission Fee. The current Admission Fee is $1,000.

Parent’s Signature: ____________________________  Parent’s Signature: ____________________________

Date: ______________________________________

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