



URSULA FRAYNE CATHOLIC COLLEGE

INSTRUMENTAL/VOICE PROGRAM AGREEMENT

1. **This agreement is valid until the end of Year 12.** Fees may change from year to year and the parents will be informed in Term Four if there is any change for the following year.
2. Participation in the instrumental/voice lesson program is an additional fee payable to the College that ultimately goes to the music tutor. To be eligible to participate in this program, payment of school fees must be up to date.
3. The grouped and paired lesson options are only available to students in Years 3-6 who elect to do the Sound Beginnings Course, playing orchestral band or orchestral stringed instruments.
4. Students participating in grouped or paired lesson options are not entitled to refunds or makeup lessons in the event of withdrawal from the program or missed lessons. If it is the tutor who is absent, lessons will be rescheduled.
5. Students who have withdrawn from lessons or had their lessons previously terminated must submit a new application form once fees are brought up to date. This will be subject to any waiting lists for that instrument. Any lessons that have been forfeited during this time will not be credited to your account.
6. Parents/guardians who have difficulty paying their instrumental account, or have an inquiry regarding their account, must contact the Accounts Department at the College on 9470 0924.
7. If a student does not receive all lessons that have been paid for, and in the case where a termination of lessons has not occurred, then that student will be credited for the lessons not received and will appear on the fee statement on a per term basis.
8. Parents/guardians wishing to cancel their child's lessons for any reason must notify Mrs Teresa Jaksic **by completing a withdrawal form. Cancellation will occur at the end of the term and a minimum of one term's notice must be given.** Failure to provide at least one term's notice will result in you paying for the next term's instrumental account.
9. The Coordinator – Instrumental and Choral Program, can exercise the right to terminate a student's instrumental tuition at any time if it is deemed that the termination will be in the best interest of the student and/or their instrumental tutor. Parents/guardians and students will be given notice if such action is required.
10. It is the responsibility of the student to go to the rehearsal room at the allocated time for lessons. Students are to be punctual to all instrumental lessons and to rehearsals of their nominated ensemble. An instrumental/voice lesson timetable will be provided to students outlining their weekly lesson times as well as being uploaded to the instrument music portal on SEQTA.
11. You will be provided with the contact details of the Instrumental Tutor who teaches the student. **The Instrumental Tutor** must be notified by the parent/guardian by 8.00am if the student is unable to attend a scheduled lesson or rehearsal due to sickness. Do not contact the Front Office, Student Services or class Teacher. You may contact Mrs

Teresa Jaksic on 9470 0924 or teresa.jaksic@ufcc.wa.edu.au only when the tutor cannot be reached. In the case of a school event or excursion, a weeks' notice is necessary. **Failure to notify the Instrumental Tutor will result in the full cost of the lesson being charged. No credit will be given.**

12. Every student in the Instrumental Program will be provided with a Music Journal that the instrumental tutor will use to record weekly tasks for the student to achieve. The student must use this journal and parents/guardians must regularly sight this book and sign it on a weekly basis.
13. The cost of any instrumental book(s), external examination and or piano accompaniment that is recommended by the instrumental tutor must be purchased and paid for by the parent/guardian.
14. **All students who are enrolled in the Instrumental/Voice Program must be involved in an approved ensemble.** Students are required to be available for the ensemble rehearsals that can take place before, during or after school. Absentees should be either preceded with notification or followed up with a note from a parent/guardian.
15. Any student who is absent from their ensemble rehearsals two or more times during one term without a valid excuse will be terminated from the Instrumental/Voice Program. The student will still be liable for the full account and no credits will be issued.
16. All queries relating to your child's involvement in the Instrumental Program, or those that relate to the instrumental account, should be directed to Mrs Teresa Jaksic.
17. If the student enrolled in an individual lesson option goes on holiday during the term, thus missing lessons, Mrs Teresa Jaksic must be notified at least one week beforehand. Only informing the College's main administration is not sufficient. Failure to do this will result in the cost of the missed lessons during this period being charged.
18. The Music Department will make every effort to notify parents of their child's unexpected absence from a music lesson. This will be done via email or direct message through SEQTA.
19. Parents will be notified if there are changes to this agreement, including fee changes. Parents may withdraw their children from the program if they disagree with the changes.

CONTACT	TELEPHONE	EMAIL
Ms Judy Davies-Moore The Arts Learning Area Coordinator	9470 0979	judy.davies-moore@ufcc.wa.edu.au
Mr Ashley Baker Coordinator Instrumental and Choral Program	0413 561 737 9470 0941	ashley.baker@cewa.edu.au
Mrs Teresa Jaksic Accounts Officer Fees and Music	9470 0924	teresa.jaksic@ufcc.wa.edu.au

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