INSTRUMENTAL PROGRAM
TERMS AND CONDITIONS OF TUITION 2027

Regent College's Instrumental Program gives students the opportunity to learn with suitably qualified and experienced private tutors in a safe and supportive school environment. The program welcomes beginners and students continuing their musical learning.

Weekly lessons take place during school hours on a rotating timetable to minimise disruption to the same classroom lesson each week. Please read these conditions before submitting an Expression of Interest or accepting a place in the program.

1. Participation and commitment

1.1 One instrument per student: Students may enrol in one instrument only through the College's Instrumental Program. This helps minimise disruption to classroom learning and gives more students the opportunity to participate in and enjoy the program.

1.2 Time commitment: Students are expected to attend their scheduled lessons and practice regularly at home as directed by their tutor. Families should consider other commitments during school hours, including speech therapy, occupational therapy and learning support, before enrolling.

1.3 Financial commitment: Families are responsible for tuition fees, hiring or purchasing an appropriate instrument, and any required music books, practice record books or other materials. Music examinations are optional and may involve additional fees.

2. Expressions of interest and enrolment

2.1 Expression of Interest: An Expression of Interest (EOI) is not an enrolment form and does not guarantee a place. All EOIs are placed on a waiting list. The Instrumental Tutor will contact families if a suitable place becomes available.

2.2 EOI closing dates: To be considered for lessons commencing in Term 1, submit an EOI before Monday 18 January 2027. For lessons commencing in Term 3, submit an EOI before Friday 25 June 2027.

2.3 Waiting lists and availability: The Instrumental Program is popular, and places are limited. Submitting an EOI by the relevant closing date does not guarantee enrolment. Students who are not offered a place will remain on the waiting list for the remainder of that academic year. The relevant tutor will contact families if a suitable place becomes available.

2.4 Annual renewal of EOIs: Waiting lists do not carry over to the following academic year. If your child has not been offered a place and you would like them to be considered for the following year, you must submit a new EOI. This requirement applies only to students awaiting a place; students already enrolled do not need to submit another EOI to continue their current tuition.

2.5 Acceptance: The tutor will confirm the student's enrolment following acceptance of a place and advise families of the requirements for commencing lessons.

2.6 Minimum commitment: Enrolment is for a minimum of one semester: Semester 1 comprises Terms 1 and 2; Semester 2 comprises Terms 3 and 4.

2.8 Continuing enrolment: Students are expected to continue for the academic year. Enrolment continues into subsequent semesters and academic years unless a withdrawal form is submitted by the relevant deadline in Section 4.

2.9 Transfers: Enrolment cannot be transferred to a sibling or another student.

3. Fees and payment

3.1 Tuition fees: The fee for a 30-minute individual lesson program is $360 per term, based on a schedule of **nine lessons** each term.

3.2 Payment: Fees are payable directly to the tutor in advance, upon invoice, and are due before the commencement of each term.

3.3 Payment difficulties: Families experiencing financial difficulty should contact their child's tutor promptly to discuss arrangements. Late payment without discussion or notification may result in lessons being discontinued and the student's place being cancelled.

3.4 Late payment: Accounts remaining unpaid 14 days after the due date will attract a non-refundable late payment fee of $25.

3.5 Outstanding accounts: Unpaid accounts may be referred to a debt collection agency, with associated costs added to the account.

3.6 Fees following withdrawal: Tuition fees are non-refundable if a student ceases lessons after the semester has commenced, subject to any alternative arrangement agreed under Section 4.3. This does not affect credits or account adjustments for tutor cancellations under Section 7.4.

4 Withdrawal from tuition

4.1 Withdrawal points: It is anticipated that students entering the Instrumental Program will continue for the duration of the academic year. Learning a new instrument requires time and commitment, and results are not always immediately observable, therefore; students must complete a minimum enrolment period of 1 semester before deciding whether to continue or not. Students may discontinue lessons at the end of Term 2 or Term 4, provided the required notice is submitted.

4.2 Notice and deadlines: Families must submit an Instrumental Withdrawal Form by Week 8 of Term 2 to discontinue lessons for Semester 2, or by Week 8 of Term 4 to discontinue lessons for the following academic year. If the form is not submitted by the relevant deadline, the full tuition fee for the following term is payable.

4.3 Exceptional arrangements: A parent/guardian or tutor may request that enrolment end at another time. Any arrangement must be negotiated between the parent/guardian and tutor on a case-by-case basis. Tuition fees may still apply, and any agreed fee arrangements should be confirmed in writing.

5. Instruments equipment and practice

5.1 Access to an instrument: Students must have an appropriate instrument at home for regular practice. Regent College does not provide instruments for hire or loan. Families are responsible for arranging hire or purchase before the first lesson. Tutors and the College Music Teacher can provide advice.

5.2 Lesson materials: Students must bring their instrument, where applicable, and all required materials to each lesson. This includes guitars, violins or drumsticks, as appropriate to the tuition undertaken.

5.3 Additional purchases: The tutor will advise families of any required practical or theory books, practice record books or other materials. Participation in practical or theory examinations is optional; the tutor will advise families of any associated costs.

5.4 Home practice: Students are expected to practice regularly at home, following their tutor's guidance on the frequency and quantity of practice.

6. Timetables

6.1 Lesson schedule: Tutors provide lesson timetables to families at the beginning of each term. Lessons take place during school hours, on the same day each week unless otherwise advised, and follow a rotating timetable to minimise disruption to the same classroom lesson each week.

6.2 School days: Lessons are conducted during school terms on school days only. Lessons are not held on public holidays or student-free days.

6.3 Timetable enquiries: Requests for timetable changes must be directed to the student's tutor.

7. Missed lessons and absences

7.1 Student absence: Lessons missed due to student illness or absence are forfeited, regardless of whether notice is provided. The tutor is not required to reschedule the lesson or provide a credit.

7.2 School activities: Lessons missed due to participation in school activities, including excursions and sporting events, are forfeited. Families should notify the tutor of an anticipated clash at least one week in advance. The tutor will endeavour to accommodate these activities where possible but is not required to provide a make-up lesson or credit.
7.3 Prolonged illness: Families should contact the tutor to discuss possible arrangements in the case of prolonged illness. Any alternative arrangements are at the tutor's discretion and should be confirmed in writing.
7.4 Tutor absence: If the tutor cancels a scheduled lesson, they will endeavour to arrange a make-up lesson. If a make-up lesson cannot be provided, a credit or corresponding adjustment will be applied to the student's account.

8. Semester reports

Students participating in the Instrumental Program receive a report from their tutor at the end of Semester 1 and Semester 2.

9. Communication and information sharing

9.1 Tutor communication: The Instrumental Tutor will contact families when a suitable place becomes available, confirm enrolment following acceptance, and advise of lesson requirements.
9.2 Routine enquiries: Routine enquiries about enrolment, tuition fees, timetables, missed lessons and withdrawals should be directed to the Instrumental Tutor.
9.3 Information sharing: Information supplied in the EOI, including contact details, will be held by Regent College and shared with the relevant Instrumental Tutor, who is an external provider, to administer the student's participation in the program.
9.4 Concerns and complaints: Concerns, complaints or suggestions for improvement may be raised through the College's usual procedures. The Regent College Complaints Procedure is available on the College website.

10. Role of Regent College

The Instrumental Program is an extracurricular activity delivered by external private tutors under the supervision of Regent College. The College provides the venue and supports the program; tuition content is designed and delivered by the tutors.

Once a student is enrolled, the tutor is responsible for routine tuition administration and coordination, including enrolment, lesson timetables, missed lessons, fees and withdrawals. Families should direct these enquiries to the tutor. Concerns and complaints may also be raised through the College's Complaints Procedure as outlined in Section 9.4.