

Agreement with Instrumental Teacher – Highgate Campuses

1. The instrumental tutor will invoice for lessons. It is an expectation that accounts are paid within 14 days by the person(s) who completed the application, or tuition will cease after this time.
2. Concordia College provides experienced, qualified instrumental tutors who will teach in a professional manner in accordance with College policies.
3. Concordia College will provide the instrumental tutor with all the information in the application form so that they can contact you directly to make arrangements for tuition.
4. Photocopies of music should not be used by students due to Copyright. It is expected that students will purchase music for use in their lessons.
5. If the student is absent from school or unable to attend a lesson for personal reasons (e.g. sickness, family holiday, family event), it is the responsibility of the parent/caregiver to contact the tutor *directly* and as early as possible. Long term absences (e.g. due to family holiday) must be discussed with the instrumental tutor. The tutor will provide an appropriate contact number where you can leave a message. If you fail to notify the tutor before **7.30 am** of a student's absence, that lesson will be forfeited, and the usual instrumental fee will apply.
6. It is the parent/caregiver's responsibility to notify the Instrumental Teacher if the student is not able to attend a lesson due to a school event/excursion. Such events are known ahead of time, and communication with instrumental tutors will ensure they have an opportunity to try to arrange an alternate lesson time.
7. Lessons for students in Years 7 to 10 will be provided on rotation to ensure equity for all students. Students who are in Year 11 and 12 who have free curriculum lessons may plan with their instrumental tutor to schedule lessons during those times.
8. **Withdrawal from Instrumental Tuition:** If a student wishes to withdraw from instrumental tuition, this must first be discussed with their instrumental tutor. Enrolment in lessons is for the full school year, and withdrawal is only permitted at the end of a school term.
An email will be sent **four weeks before the end of each term** containing a link to the Withdrawal Form for those wishing to discontinue lessons. This form must be completed and submitted by the advised due date.
Please note **Withdrawal Forms not submitted before the final two weeks of term** will result in either the student **continuing lessons for the following term or pay the applicable term fees.**
9. If an application is being made by a family who has previously requested instrumental lessons at Concordia, all accounts with past tutors must be settled before new lessons will be arranged.
10. The Head of Music Performance will make the final decision regarding placement of students with instrumental tutors.
11. Students at St John's, who need to walk across to the Concordia Campus for a lesson or Ensemble, must sign out at the Primary School Office and walk unaccompanied to their lesson, and sign back in upon return.

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