



## Terms and Conditions

Janine Boggs T/as

**INTERNATIONAL SCHOOL  
OF MUSIC NEPEAN**

ABN 18 228 115 529

### *ISM GROUP CLASSES*

#### **PAYMENT**

- All enrolments are by the term and fees are to be paid in full before the first class. Your first invoice will be issued by email and is payable by online banking or cash to the Director. Teachers do not accept payment. All fees should be settled online prior to your start date. All subsequent invoices will be issued in class during week 9 and are due **prior to the commence of week 1 of the following term**. Any fees that are not paid by the due date on the invoice may incur a 5% late payment administration surcharge.

- Should you wish to discontinue your child's music tuition at ISM Nepean, a **minimum of four (4) week's notice** must be given to the school office. No refund will apply if students do not complete the full term.

#### **REFUNDS/MAKE UP LESSONS - GROUPS**

- No refunds will be given. Missed lessons will not be refunded unless the teacher is unable to teach the class. Student sickness/early holidays/change of mind do not qualify for refund of tuition.

- Materials costs will not be refunded if the student discontinues lessons before completing the course.

- Make-up classes are only available if another class is at the same stage in the book and the class is not full.

#### **MINIMUM CLASS NUMBERS – PIANORAMA GROUP CLASSES**

- All Pianorama group classes have a minimum student number (4 students minimum) that needs to be reached for it to proceed and be financially viable. A class would normally be cancelled if numbers fall below the minimum. However, if the school believes that it will be beneficial for the students to remain together as a class, ISM Nepean, will advise parents to continue the class and adjust their fees at a Split Private (prorated) fee for either 2 or 3 students

## **MATERIALS**

- If a student joins a class part way through the course, the student must purchase the full materials.
- Due to copyright and intellectual property laws, each student must purchase their own new copy of the course materials (including CDs) from International School of Music. Siblings, friends and family members may not share materials.

## **KEYBOARDS/PIANOS**

- Pianorama students must have their own piano or keyboard for home practice. Please see the [parent information page](#) or speak to your teacher or director for suggestions and assistance.

## **SIBLINGS AND PARENT ATTENDANCE**

### **Morning Classes – Jitterbugs, Beebopper & Pianorama Junior (Pre-school)**

- A parent/guardian must accompany and participate with the child during the lesson.
- Siblings may attend if necessary but will never be included in the class activities or given instruments/crayons. It is the parent's responsibility to take the sibling out if they are crying or causing a distraction. ISM programmes are aurally based and it is important that the students are able to hear and concentrate at all times. Please do not take offense if your teacher asks you to take the sibling out of the class – they are prioritising the learning of the students in the class.

### **Afternoon Pianorama Classes–Pianorama Junior, Pianorama Primary**

- Parent/guardian attendance is optional. No parent/guardian participation is required.
- Siblings may not attend.

## **FOOD & DRINK / KEEPING CLEAN**

- No food and drink is permitted inside the classroom except for baby bottles, which should not be placed on pianos or electrical equipment.
- Please do not touch the instruments with dirty hands. Wash your hands before you enter the classroom.

## **BEHAVIOUR**

- Disruptive behaviour during classes will not be tolerated and offending students may be asked to leave the school at the discretion of the teacher and/or director.
- No student will be allowed to leave the premises without an accompanying parent/guardian. Whilst this may be inconvenient, our duty of care requires this.
- ISM reserves the right to on forward costs for the repair of any damages to the premises or instruments as a result of negligence by a member of attending families.

## *PRIVATE LESSONS*

### **PAYMENT**

- All enrolments are by the term and fees are to be paid in full before the first class. Your first invoice will be issued by email and is payable by online banking or cash to the Director. Teachers do not accept payment. All fees should be settled online prior to your start date. All subsequent invoices will be issued in class during week 9 and are due **prior to the commence of week 1 of the following term**. Any fees that are not paid by the due date on the invoice may incur a 5% late payment administration surcharge.
- Should you wish to discontinue your child's music tuition at ISM Nepean, a **minimum of four (4) weeks' notice** must be given to the school office. No refund will apply if students do not complete the full term.

### **REFUND/MAKEUP LESSON POLICY**

- No *refunds* will be given. Missed lessons will not be refunded unless the teacher is unable to teach the class. Student sickness/early holidays/change of mind do not qualify for refund of tuition.
- *Make up* lessons - other than special circumstances such as prolonged illnesses/injury, (will be at the discretion of the director) **all absences will result in a forfeited lesson**, even with advance notice. Lessons cannot be rearranged if something comes up, a clash of extracurricular activities occur, or they are on vacation, etc. Each time slot is reserved specifically for each student and cannot be allocated to another student. (Except for sibling's). However, due to illness and if your child is contagious, **1 makeup lesson** will be available **per term** only if the teacher has availability and at the discretion of the director. As this time slot has been allocated for you, your teacher will be available during your allocated time, we can do your child's lesson via Skype or Trello. Please speak to your teacher if you have any questions regarding this.
- If your teacher is unable to teach a lesson due to illness or family emergencies, lessons will be rescheduled later or credit lesson in the following term.

### **STUDENT GOALS**

- Each private student will be required to complete a goals sheet to assist with learning outcomes and achievements. Some students are looking to achieve AMEB/Trinity Examinations, other are requiring assistance with school music, performance, and others are purely learning for enjoyment. This will help guide our teachers in helping your children achieve what they are looking for and not steer them in the wrong direction. If you have any questions regarding this, please speak to your teacher or Director.

### **EXAMINATION STUDENTS**

- AMEB practical exams are held twice a year in April/May and Nov/Dec of each year. Students wishing to sit for Piano exams either AMEB or Trinity, will need to be willing to show commitment to daily practice. Once a student reaches Grade 4 and above, lessons will be held at the Cranebrook studio, as this has an acoustic piano suitable for the technical aspects required for the higher grades. Musicianship examinations are also available and are held in August of each year.

## Tuition Fee Payment Agreement

As the parent/guardian/carer of \_\_\_\_\_, I  
\_\_\_\_\_ hereby agree to pay the fee of \$\_\_\_\_\_ per  
teaching term.

Please carefully read the following terms and conditions of payment, and tick the boxes to indicate your agreement.

I understand that:

- I have read the Terms and Conditions listed above.
- An invoice for lesson fees will be supplied to me in Week 9 of each teaching term.
- Fees for the term are to be **made in full prior to Week 1 of the following term.**
- Fees are payable only by Online Banking or cash to the Director.
- If I foresee that I am unable to pay my fees in full by the due date, I am to contact the director to discuss options for an alternative payment arrangement as soon as possible.  
\*Please note that alternative payment arrangements are at the discretion of the School's management.
- A late fee of 5% will be incurred should Lesson Fees be paid after the due date and an alternative payment arrangement has not been made.

I \_\_\_\_\_ **have read, and hereby agree to, the above fees and payment conditions.**

Signed \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Information:

#### Bank Details for Electronic Funds Transfer

**BSB: 302-966**

**Account Number: 0238495**

**Account Name: Janine Boggs**

**\*Please use your invoice number when making payments via EFT\***

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**ALTERNATIVE FEE PAYMENT ARRANGEMENT**

**Office use only**

**Payment Period:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **through to :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Total amount due:** \_\_\_\_\_

**Alternative Payment Agreement:**

\_\_\_\_\_ **equal instalments of \$** \_\_\_\_\_

**Agreed Payment Schedule:** *(Please circle one)*

**Weekly**

**Fortnightly**

**Monthly**

**Signed:** \_\_\_\_\_

**Authorised by:** \_\_\_\_\_