

## BUSINESS NOTICE

1. In the interpretation of the Enrolment and Financial documentation:
  - (a) College means Fraser Coast Anglican College, Hervey Bay.
  - (b) Council means the Fraser Coast Anglican College Council.
  - (c) Fees include any amount whatsoever that may be payable to the Council on behalf of a student as a consequence of the student's attendance at the College including (but without limiting the generality thereof) any tuition or other fees charges or expenses, the cost of any materials or services or other requisites supplied to or on behalf of the student and any expenses loss or damages which the student may cause to become payable.
  - (d) Parent(s) includes guardian(s).
  - (e) Principal means the Principal of Fraser Coast Anglican College or his duly authorised nominee.
  - (f) Words importing the masculine gender include the feminine and the neutral genders and words importing the singular include the plural and vice versa.
2. The Council reserves the right to vary fees at any time.
3.
  - (a) Fees must be paid in advance.
  - (b) Fees not paid by the required date may incur an administration fee, at a rate to be determined by the College Council.
  - (c) Where parent(s) elect to pay fees through a tailored payment plan all Payment Plans must be approved by the Commercial Manager.
4. Except at the discretion of the Principal any student in relation to whom fees remain unpaid at the end of the College year will not be allowed to return to the College.
5. The College may take legal action to recover overdue fees without notice. Parent(s) agree to indemnify Fraser Coast Anglican College against all debt collection costs, solicitors' costs and any disbursements incurred as a result of non-payment of monies owed to Fraser Coast Anglican College.
6. One term's notice of intention to withdraw must be given to the College with the parent(s) being financially responsible for that one term's notice and any confirmation deposit, where held, is to be applied against that obligation. Notice of intention to withdraw from the Music Program must adhere to the Music Contract Terms.
7. There will be no remission of fees in the event of a student being absent from the College.
8. The College accepts no liability whatsoever for any loss of or damage to the personal effects or property of any student.
9.
  - (a) Any student may be required to leave the College at the end of a term if, in the opinion of the Principal, his attitude to work or his behaviour is unsatisfactory.
  - (b) Any student may be required to leave the College forthwith if, in the opinion of the Principal, he has committed a serious breach of discipline or any other act which affects the good order and reputation of the College and its community.
10. The Principal will make rules and regulations to govern the conduct of the College and the behaviour of students.
11. Parent(s) will seek to ensure the good behaviour and good endeavour of any student they have placed at the College.
12. The Council may amend this Business Notice at its discretion. It will take such steps as it considers reasonable to give notice of such changes to parent(s).



FRASER COAST  
ANGLICAN COLLEGE

## MUSIC PROGRAM CONTRACT

### STUDENT NAME

Student Code: .....

Student name:

(Christian name/s) ..... (Surname): .....

Date of entry: .....

Year level: .....

### FAMILY NAME

Parent Code: .....

Parent 1 / Guardian 1 name:

(Christian name/s) ..... (Surname): .....

Parent 2 / Guardian 2 name:

(Christian name/s) ..... (Surname): .....

#### PLEASE NOTE:

**Once signed, this Music Contract will remain current unless a withdrawal form is completed and received with a terms notice. Please refer to the contract terms overleaf.**

**Music Tuition fees are billed at the beginning of every term. We require payments be made by the due date on the statement.**

Fraser Coast Anglican College Telephone: +61 +7 +4124 5411  
Commercial Manager Fax: +61 +7 +4124 5833  
PO Box 1150 Email: accounts@fcac.qld.edu.au  
Hervey Bay Qld 4655 Website: www.fcac.qld.edu.au  
AUSTRALIA

# MUSIC PROGRAM CONTRACT

Tuition is available for strings, brass, woodwind, percussion, piano, vocal and guitar, as well as theory of music. All students are offered the opportunity to sit the Australian Music Examinations Board levels, which is a nationally recognised accreditation.

There are a variety of ensembles available for student participation, these include - concert bands, stage band, string ensembles, percussion ensemble and marching band. No charge is made for ensemble tuition.

**PLEASE PROVIDE GENERAL INFORMATION:**

Intended Instrument for Tuition: ..... Experience (years learning intended instrument): .....

Level attained with intended instrument: .....

Other instrument with which student is familiar: .....

**MUSIC FEE SCHEDULE:**

As per the current year Fee Schedule

**CONTRACT TERMS:**

- Students are responsible for attending set lessons.
- Tutors will make every attempt to contact students if students are absent at the time of their lesson.
- It is the **responsibility of students** to advise of impending absence due to a school-based activity **before** the allotted lesson time; otherwise the lesson will be forfeited. Every attempt will be made to make up a missed lesson, providing **prior** advice has been received.
- Refunds will only be made where a student's absence has been caused by exceptional underlying circumstances such as a long illness. A medical certificate will need to be presented.
- Music Programs allow students 40 lessons per year.
- Any student enrolling in percussion tuition must have appropriate equipment.
- All music tuition and instrument hire costs are billed at the beginning of each term.
- If lessons are to be discontinued, the School requires a Terms notice, or 10 weeks in writing **from a parent or guardian**.
- A withdrawal form from the school needs to be completed.
- If the full terms notice is not received, the parent will pay or forfeit to the College one term (or 10 weeks) of Music Fee
- Please refer to the Business Notice attached to the fee schedule for full details.

**The College reserves the right to exclude students from the Music Program where Tuition Fees are outside credit arrangements.**

**I AGREE TO MY CHILD RECEIVING MUSIC TUITION IN THE MUSIC PROGRAM:**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name: \_\_\_\_\_

**Office Use Only**

PROCESSED MUSIC OFFICER: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Accepted for Music Program(s): PROGRAM 1 – Number of Programs \_\_\_\_\_

ACCEPTED DIRECTOR OF ARTS: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# MUSIC HIRE CONTRACT

All instruments are hired at a subsidised flat rate per Term for the first year to allow students the opportunity to try an instrument before purchase. Fees increase to \$100.00 per Term for the second year. Fees for instrument hire are as per the current year Fee Schedule

Program(s) to be undertaken: .....

**MUSIC HIRE SCHEDULE:**

Instruments Available			
Alto Saxophone	Clarinet	Guitar	Trumpet
Bass Clarinet	Double Bass	Percussion	Viola
Bassoon	Euphonium	Piccolo	Violin
Baritone Saxophone	Flute	Tenor Saxophone	
Cello	French Horn	Trombone	

**HIRE TERMS:**

- The instrument at all times remains the property of Fraser Coast Anglican College.
- The instrument is to be used only by the student to whom it is issued and by no other person.
- Every care and attention must be given to the instrument during the period of issue.
- The instrument is returnable upon request at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any instrument on issue must be immediately reported to the College office. Evidence of negligence shall deem the hirer liable for remediation.
- The cost of any repairs and freight charges incurred resulting from damage to hired instruments is the responsibility of the hirer.
- Any loss or theft of the instrument requiring replacement of the instrument is the responsibility of the hirer and is not covered under the College insurance policy.
- If, in the opinion of the teacher of the instrument, a student is not carrying out reasonable practice or shows little progress with the instrument, the hire may be terminated.
- If a student does not observe school policy on attendance at ensemble rehearsals, the hire may be terminated.
- Instruments must be returned at the end of each school year when requested by the Director of Arts.
- Students must seek permission from the Director of Arts to use the instrument for any purpose other than school music program requirements.

**PLEASE NOTE: The instrument is your child's responsibility for the period of hire, it is recommended that you ensure that the instrument is covered under your household insurance policy. The College is not responsible for insurance of the instrument.**

- Refund of Hire will only be made where a student's absence has been caused by exceptional underlying circumstances such as long illness.
- All music tuition and instrument hire costs are billed termly.
- The College reserves the right to exclude students from the Music Program where Tuition Fees are outside credit arrangements.

**I AGREE TO INSTRUMENT HIRE AS DETAILED, I AUTHORISE THE STUDENT TO ACCEPT THE LOAN OF THE INSTRUMENT DESCRIBED ABOVE, AND I AGREE TO UNDERTAKE REASONABLE SUPERVISION OF ITS USE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name: \_\_\_\_\_

**Office Use Only**

Instrument: \_\_\_\_\_ Brand: \_\_\_\_\_ Hire Fee: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Accessories: \_\_\_\_\_

PROCESSED MUSIC OFFICER: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Accepted for Instrument Hire: YES / NO Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ACCEPTED DIRECTOR OF ARTS: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_