

Terms and Conditions of Enrolment

1. Lessons

Private tuition at *The Alberta Rose School of Music & Performing Arts* is offered in the form of 30, 45 minute or 1 hr sessions. While it is not a requirement, parents are welcome to attend their child's lessons.

2. Materials

It is a condition of enrolment that students must bring all required materials with them to their class. Piano Students are recommended to bring an A4 (or equivalent) tote/carry bag to carry their books to and from lessons. All students must also bring an A5 notebook to their class or AMEB Practice Diary. Following their first lesson, students will need to purchase the relevant music books recommended to them by their teacher.

3. Practice

Students are expected to practice for a minimum of 15-30 minutes, 6 times per week. In accepting a place at the Alberta Rose School of Music & Performing Arts, students are expected to maintain a consistent practice routine and meet any practice deadlines given in class. Inadequate preparation may result in students being required to take extra classes (at the student's own expense) or ultimately in them being advised to withdraw from the class, in which case a withdrawal fee will apply.

4. Enrolment Policy

All students wishing to enrol at Alberta Rose School of Music & Performing Arts must first complete an enrolment form available at www.thealbertaroseschool.com/enrol-2024. Students will be allocated to the most suitable class according to the standards of the school. Students are automatically enrolled on a 12 month basis. ***Unless written withdrawal notice is received 4 weeks prior to the commencement of Term 1 the subsequent year, a student's enrolment will automatically roll over into the subsequent year.***

5. Fees & Payment

Course fees are to be paid by the end of the first week of each term. Families enrolling more than one child per term may be eligible for a family discount. Fees are paid per term and payment of all fees is non-refundable and non-transferable. The enrolment fee is a set fee and cannot be altered, regardless of the number of lessons a student attends or is planning to attend in the term. Payments may be made by direct deposit. Cash payments only by prior arrangement. An annual Administration Fee of \$70 per student is payable each year to contribute to the cost of music and licensing, photocopying, printing, insurance, equipment and equipment hire. Discounts do not apply to this fee. This fee is due at the time of enrolment. A Concert Levy is due in Term 2 to contribute to the costs related to concerts and performances held throughout the year.

6. Late Payment

Overdue accounts will incur a late payment fee of \$10 per week overdue. If you are experiencing financial difficulty and require more time to pay your account, please contact the school directly. Payment arrangements must be confirmed in writing by the school prior to the end of the first week of term.

7. Withdrawal Policy

Where a student wishes to withdraw from a class or from the Alberta Rose School of Music & Performing Arts, **4 weeks written notice is required.** There will be no refunds or credits for withdrawal from classes. By enrolling in the school, you commit to a 12 month, calendar year. If enrolment is broken prior to the end of the year (i.e. during the year) a cancellation fee will be charged. This also applies when transferring from one calendar year to the next (see also clause 4 *Enrolment Policy*).

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8. Casual Lessons

Lessons undertaken in addition to a student's regular weekly class are not included in a student's term enrolment fee and will be billed based on the most current Schedule of Fees.

9. Group Lessons

Students enrolled in a Duo or Trio lesson may not use this time to work on solo work.

Students enrolled in group private lessons will not receive solo work for performance or examination.

10. Absence and Missed Classes

In accepting a place at Alberta Rose School of Music & Performing Arts you are reserving a time and place for the year. As specific times are set aside for each student, a student who does not attend a lesson will simply miss the benefit of that lesson. That time will then be used to plan for the student, locate repertoire, etc. There are no refunds, discounts or make-ups given unless deemed necessary by the school. We do offer a number of reasonable alternatives if you cannot make your lesson. Please speak to us for more information on these. If a student does not attend a class, students may be given work to catch up on work missed. It is the student's responsibility to ensure that this work is completed. In the case of performances, students must be present for all major rehearsals and performances held during the school term, unless written notification has been approved at the time of enrolment.

COVID Policy

It is a responsibility of all attendees of Alberta Rose School that they do not attend classes and facilities if experiencing symptoms related to Covid 19.

Students who are absent due to reasons relating to Covid 19 are responsible to advise Alberta Rose School at earliest notice as well as contact their teachers to catch up on any missed work.

Where required, this may involve booking in for an additional lesson at the student's own expense.

11. Extended absence (i.e. camp, holiday)

In the case of extended periods of absence (i.e. school camp, holiday) written notice must be given to the school at the time of enrolment.

12. Public Holidays

Private lessons will be held on **Anzac Day** and **AFL Grand Final Friday**. There will be no lessons on the following Public Holidays unless prior arrangement has been arranged: Labour Day, Good Friday, Easter Saturday, King's Birthday, Melbourne Cup. Absence for long weekends is not considered a legitimate reason for missing class unless notice is given at the time of enrolment or 4 weeks prior.

13. Photography & Filming Policy

Students/Parents are not permitted to video or photograph classes, students or staff at anytime, unless given written permission by the staff or individuals involved. In the interests of child safety, photos of children should not be posted on social media platforms without the written permission of the child's parent/guardian. Annual performances and/or competition videos are not to be posted on public websites or social media without the written permission of Alberta Rose School of Music & Performing Arts. Photography and filming of live performances and rehearsals is strictly prohibited without written authorised permission.

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14. Photo and Video Release

The Alberta Rose School of Music & Performing Arts may feature photos and/or videos of students on our school's website, Youtube channel, social media, newsletter and other promotional items. In the case of industry masterclasses, these photos may also be featured on promotional material not issued by the school. By enrolling your child, you consent to have your child featured in this material. Please advise if you do not want your child to feature in these photos and/or videos.

The Alberta Rose School of Music & Performing Arts is the owner of the photographic and digital images and/or audio and visual recordings taken of students by, or on behalf of, Alberta Rose School of Music & Performing Arts at, or in relation to, an Alberta Rose class or event. Students are not entitled to any remuneration, royalties or any other payments from Alberta Rose in respect of the use by Alberta Rose of the photographic and digital images and/or audio and visual recordings.

15. Video/Audio Recording of Lessons

Video/Audio recording of lessons is prohibited, unless authorised in writing by Alberta Rose School of Music & Performing Arts. Any video or audio recording necessary for practice or performance may be done at a time arranged with the Teacher and student and/or parent. Where this is not during a student's weekly lesson, a fee based on the current hourly rate will apply.

16. Parent-Teacher Communication

Communications must be directed to Alberta Rose School of Music & Performing Arts via email or phone. Teachers are not available during or in-between class time to discuss matters or answer queries.

17. Participant Code of Behaviour

Students are required to attend all classes punctually and as a courtesy, apologise when interrupting a class and advise teachers if they will be absent from a class. Students are also required to moderate their language and conversation around fellow students and teachers while at, or in relation to, an Alberta Rose class or event, mindful that they are role models, especially for younger students. They are also required to moderate their language, conversation and behaviour at, or in relation to, an Alberta Rose class or event when they are representing the school at Eisteddfods/ Competitions/Performances. Good presentation is paramount, both in class and when representing the school at external events. Student honesty is mandatory and all students are expected to show kindness and respect to their fellow students and teachers.

18. Lost, Damaged or Stolen Property

The Alberta Rose School of Music & Performing Arts does not take responsibility for items belonging to the student that are lost, stolen or damaged during, before or after class. Lost property items will be kept for a set period of time, after which if still unclaimed will be discarded of.

19. Loss or Damage of Property Belonging to the School and/or Premises Where Classes Are Held

Items belonging to the Alberta Rose School of Music & Performing Arts that are loaned to students for use in practice, performance or any other means must be well looked after and returned in the state that they were given out. Any lost or damaged items, building or equipment will be the responsibility of the parent/student to replace.

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20. Drop Off/Pick Up of Students

Students are expected to be dropped off and collected at the agreed times of their lesson/class. If you arrive early to your lesson, we ask that you wait courteously outside of the premises, keeping in mind that there are often classes taking place before your lesson and to interrupt these classes is an inconvenience to other students and staff. If unforeseen circumstances should occur that prevent a child from arriving or being collected on time, parents should, where possible, do everything in their power to notify the school so that other arrangements can be made. The Alberta Rose School of Music & Performing Arts accepts no responsibility for students who arrive early to, or remain late from their agreed class/lesson time.

21. Late Attendance

Students who arrive late to class will forfeit that time from their lesson. It is not the responsibility of the teacher to make up that time.

22. Performances & Concerts

It is understood upon enrolment that all students of Alberta Rose School are to participate in both the annual Showcase and Recital concerts and any other concerts or events organised by Alberta Rose School.

23. Production Classes & Costume Hire

Performance/Production classes are held during the year. These are billed in addition to the student's term fee. Costume Hire starts from \$25 per full costume.

24. Creative Disclaimer

All choreography, direction, arrangement, costume and set design belong to Alberta Rose School of Music & Performing Arts and cannot be used without written permission.

Office hours & contact:

Alberta Rose School

Tuesday - Fridays

10am - 6pm

Saturday

9am - 2pm

m. 0410 150 771

If unavailable, please text and we will get back to you as soon as possible.

The school is not open on Mondays & Sundays for contact.