

## School of Performing Arts – Speech & Drama Tuition Contract

### Conditions of Enrolment:

- Students sign up for a semester at a time and are billed in Term 2 (Semester 1) and Term 3 (Semester 2) Fee Account. There are 14 lessons per semester with lessons being 30 minutes in duration.
- Subject to tutor availability, students may commence at any time in the semester, pro rata fees will apply.
- If more students sign up than lessons available preference will be given to students who have a strong attendance record in previous semester/s.
- Group lessons are only offered where a minimum of two students sign up. Group lessons continue only for as long as the student's progress at the same rate as determined by the tutor.
- Year 4 and up students are expected to arrive at their assigned lesson time promptly. Pre-Kindergarten to Year 3 students will be collected from their classroom by the Tutor.
- Absence from lessons is to be notified to the Tutor by the parent/carer or student at least 24 hours prior. This includes interruptions due to in-school events such as incursions, excursions, exams, carnivals etc. If absence is due to illness, it is expected that contact with the tutor will be made by 8:00am on the day of the lesson.
- Make-up lessons will be offered for school related absences only (e.g. athletics carnivals, excursions, incursions etc.) and will only be offered where the Tutor has scheduling availability. A maximum of two make-up lessons per semester, where possible, will be accommodated.
- The student commits to undertake the practice required by the Tutor each week. Generally, it is expected that the student will commit to practice at least five days per week.
- Speech and drama examinations are not compulsory. Should the student wish to sit an exam the arrangements will be made directly with the Tutor and any additional cost is payable by the parent / carer and incurred at the time of enrolment to the exam.
- To discontinue lessons advice must be given in writing / email to the Head of Performing Arts.
  - Withdrawal notification received during the first four weeks of the semester: you will only be required to pay for the lessons up to the date the notice of withdrawal is received. If your fee account has already been charged the full fee, a credit for the difference will be applied at the next billing cycle.
  - Withdrawal notification received after the first four weeks of the semester will result in you being required to pay for the entire semester even if your child doesn't attend.
- School of Performing Arts Tuition charges not paid by the end of the semester in which they are billed, and where an approved arrangement is not place and being met, will lead to the termination of your students lesson/s.

**Tutors:**

- All Speech and Drama Tutors are qualified professionals.
- Tutors will be assigned at the discretion of the Head of Performing Arts.

**Tuition Fees (per semester):**

- Group Speech and Drama: \$375.00 (inc. GST).
- Books and equipment are in addition to the tuition costs above.

**Lesson Scheduling:**

- Lesson times will be allocated by the School of Performing Arts Tutors.
- Lessons take place during the school day, term time only.
- Lessons are organised on a rotational basis and all attempts are made, but cannot be guaranteed, so that the student does not miss a particular class more than once or twice per term.
- Times are allocated in consultation with the faculty of that student and the Tutor. Consideration is also given to learning support and other concerns that may be highlighted by the faculty.
- In the case of a before / after school timeslot availability preference is given to Secondary School students.
- Parents/carers will not be able to negotiate a preferred timeslot, a preference can be submitted but with the understanding that lessons have to be allocated taking into account Tutor availability and other school activities.

**Practice:**

- Undertaking Speech and Drama tuition is a commitment on the part of the student. We ask all families involved to support their child's progress by encouraging regular practice at home (5 times a week is ideal to enable significant progress and mastery).
- A regular time and place are recommended for all practice. Small amounts of regular practice are far more beneficial than a longer practice session just before a lesson.



## School of Performing Arts – Speech & Drama Enrolment Form

### Student Details:

Name: \_\_\_\_\_ Year Group/Class: \_\_\_\_\_

Tutor Preference: \_\_\_\_\_

Returning Student:

New Student:

Does your child currently learn speech and drama? Yes  No

If yes, please indicate how long they have been learning and their teacher:

\_\_\_\_\_

Has your child sat for speech and drama exams? Yes  No

If yes, please indicate grades achieved:

\_\_\_\_\_

### Tuition Fees (per semester):

- Group Speech and Drama - \$375.00 (inc. GST).
- Books and equipment are in addition to the tuition costs above.

### Consent:

- I/we understand the School of Performing Arts tuition fees will be included in the Term 2 fee account for Semester 1 charges and the Term 3 fee account for Semester 2 charges.
- I/we understand that the tuition fees noted above are per semester.
- I/we understand and agree to the terms of the tuition contract as provided with this enrolment form.
- I/we by signing below confirm that we are responsible for the fee account and therefore are authorised to accept the charges for the student and that the payment of these charges will be per the same conditions of payment for all other charges, for example Arndell Anglican College tuition fees, service charges etc.

### Parent/Carer/Debtor 1:

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

Signature: \_\_\_\_\_

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

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### Parent/Carer/Debtor 2:

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

Signature: \_\_\_\_\_

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

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Please return this form to Mr Jon Cavenagh via [jonathan.cavenagh@arndell.nsw.edu.au](mailto:jonathan.cavenagh@arndell.nsw.edu.au)