

# **INSTRUMENTAL MUSIC TUITION**

## **2022 Enrolment Form**



**Student Name:**

**2022 Year Level:**

**Campus:**

**Student ID:**  
(Please leave blank if unknown)

All music lessons run for a duration of 30 minutes, once per week on a rotating timetable.

All students in primary school will be collected by the teacher.

Students in Years 7-12 are expected to make their own way to lessons and are required to check timetables each week. Enrolment may take a few weeks to complete and invoices will be sent once completed.

1. Please select an instrument:

Or Singing:

2. Lesson type:	Individual \$28 per lesson	Shared \$21 per lesson
-----------------	-------------------------------	---------------------------

Please note: Lesson types offered may change before the commencement of the year due to timetable changes. If a change occurs, students will be notified. If no lesson type is indicated on this form, shared lessons will be opted.

3. Do you own an instrument?

4. Has your child learnt this instrument before?  
If yes, for how long?

5. We offer hire options on Clarinet, Flute, Guitar and Saxophone @ \$5 week.  
Do you wish to hire an instrument?

---

### **Terms and Conditions**

- Lessons are priced per week and will be invoiced at the beginning of each term according to the number of weeks in each term.
- Missed lessons as a result of a School excursion/camp/incursion or teacher absence will be made up at a later date. Lessons which are missed due to student absence or for any other reason are not required to be made up by the instrumental teacher.
- In the event that any required make up lessons are not made up by the completion of the term paid for, those lessons will be deducted from the following term invoice.
- Cancellations of lessons will be accepted at the end of each term. Parents must notify the School at least four weeks prior to the end of term. Students will automatically be enrolled in the following term if no notice is given.
- Failure to notify the instrumental music coordinator direct of extended absences, such as family holidays, without advanced notification of at least four weeks, will result in fees being charged for missed lessons. Notification can be made via email at [instrumental@humegrammar.vic.edu.au](mailto:instrumental@humegrammar.vic.edu.au). Notifying of home room teachers does not constitute notification of instrumental music.
- Instrument hire is a separate cost as agreed on between the hiring party and those providing the instrument. Hume Grammar is able to provide information regarding the hire of instruments.
- Method books and sheet music may be provided by Hume Grammar for student use on loan and will remain the property of Hume Grammar. In the event where lessons are terminated, all property must be returned. If not returned, or in the case of damage, student's may be required to pay for the cost of the resource.

### **Acknowledgment**

I have read and agree to the above terms and conditions and wish to enrol my child in Instrumental lessons:

**Parent/Guardian Name:**

**Date:**

**Signature**

**Contact Number:**

**Address:**

**Email:**

---

**Mike Smith - Coordinator of Instrumental Music**

t: (03) 8339 6900

e: [instrumental@humegrammar.vic.edu.au](mailto:instrumental@humegrammar.vic.edu.au)

## DIRECT DEBIT REQUEST FORM - INSTRUMENTAL MUSIC

**Please email the completed form to [fees@humegrammar.vic.edu.au](mailto:fees@humegrammar.vic.edu.au)**

I/We agree to pay each instalment for instrumental lessons, in full, by the due date otherwise my child(ren)'s instrumental lessons will be suspended.



Anglican Grammar  
**Hume**

Full Name:	<input type="text"/>	Parent ID No: (as used to log into Parent portal)	<input type="text"/>
Address:	<input type="text"/>		
Email:	<input type="text"/>		

### Payment Frequency.

Per Term On The Due Date  
23-Feb-22      18- May-22      03-Aug-22      26-Oct-22  
3rd Wednesday of each term

### Payment Options. Please choose either bank account or credit card authority

#### 1. Direct from by bank account. Please complete details.

BSB	<input type="text"/>	Account No:	<input type="text"/>	Financial Institution:	<input type="text"/>
Account Name:	<input type="text"/>				

#### 2. Direct from my credit card. Please complete details.

I agree to pay the instrumental lessons fees as indicated above. This authority will remain valid until written notice is received canceling this authority.

Visa

Mastercard

Card No:	<input type="text"/>
Expiry Date:	<input type="text"/>

### Authority

I/We request and authorise Hume Anglican Grammar, Direct Debit User ID 303649 to arrange for any amount to be debited or charged to you through the Bulk Electronic Clearing System from an account held at the financial institution identified above, subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided above).

### Acknowledgment

I/We have read and understood the terms and conditions governing the debit arrangements between you and Hume Anglican Grammar, as set out in this Request and in your Direct Debit Request Service Agreements. The first debit may be made in accordance with the dates set out above.

Signature:

Date:

Signature:

Date:

Contact us:

t: (03) 8339 6900  
e: [fees@humegrammar.vic.edu.au](mailto:fees@humegrammar.vic.edu.au)  
w: [www.humegrammar.vic.edu.au](http://www.humegrammar.vic.edu.au)

# HUME ANGLICAN GRAMMAR



Anglican Grammar  
**Hume**

## Direct Debit Request Service Agreement

### 1. Hume Anglican Grammar

- 1.1 Reserve the right to refuse this application if the School fee account is overdue.
- 1.2 Please refer to the School fee calculator and Tuition schedule on our website for an indication of what your future School fee payments will be.
- 1.3 Proceed to debit your nominated account on each of the set dates. (If the debit day falls on a weekend or public holiday, we may process the debit on the next business day). If you are unsure about which day your account has, or will be, debited you should ask your financial institution.
- 1.4 Not debit a lesser amount than is due on a set date.
- 1.5 **Cancel this direct debit authority in the event of three payment dishonours in one year.**
- 1.6 Confirm in writing when a direct debit authority has been cancelled.

### 2. Changes by Hume Anglican Grammar

- 2.1 I authorise the School on provision of the Annual Mandatory Payment Form by myself indicating option A, authorise the School to increase my payment accordingly in line with any increase in School fees for the said year.

### 3. Changes by You

- 3.1 Subject to 3.2, you may change the arrangements under a direct debit request by completing a new direct debit request form and presenting it to Hume Anglican Grammar. In addition in October each year you may choose to increase the amount in line with School fee increases if indicated and selected on your Mandatory School Fee Payment Agreement.
- 3.2 You may also stop or cancel your authority for us to debit your account at any time by giving Hume Anglican Grammar School notice in writing within seven (7) days before the next debit day. Stops or cancellations can also be directed to the ledger financial institution.

### 4. Your obligation

- 4.1 It is your responsibility to ensure account details on the direct debit form are correct by having your financial institution verify the BSB and account details.
- 4.2 It is your responsibility to ensure that there are enough clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.3 If there are insufficient clear funds in your account to meet a debit payment:
  - (a) you may be charged a fee and/or interest by your financial institution;
  - (b) you may also incur fees and charges imposed or incurred by Hume Anglican Grammar; and
  - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient funds to be in your account by an agreed time so that we can process the debit payment.
- 4.4 It is your responsibility to check your account statement to verify that the amounts debited from your account are correct.

### 5. Dispute

- 5.1 If you believe there has been an error in debiting your account, you should notify Hume Anglican Grammar on (03) 8339 6900 and confirm that notice in writing as soon as possible so we can resolve your query.
- 5.2 If we conclude, as a result of our investigations, that your account has been incorrectly debited by Hume Anglican Grammar, we will refund the amount directly to you. Should our investigations conclude your account has been incorrectly debited by a financial institution, we will arrange for them to adjust your account (including interest and charges) and advise you in writing.
- 5.3 If we conclude, as a result of our investigations, that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries about an error in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter. If we cannot resolve the matter, you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

### 6. Accounts

- 6.1 You should check:
  - (a) with your Financial Institution whether direct debit is available from your account, as Direct Debit through BECs is not available on all accounts.
  - (b) your account details which you have provided to us are correct by checking them against a recent account statement.
  - (c) with your financial institution, before completing the direct debit request, if you have any queries about how to complete the direct debit request.

### 7. Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any employee or agent who has access to information about you does not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
  - (a) to the extent specifically required by law; or
  - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

### 8. Notice

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Hume Anglican Grammar, 100 Mt Ridley Road, Mickleham VIC 3064.
- 8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us held on Hume Anglican Grammar's Database.
- 8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.