



Trinity
Catholic College
Lismore

MIP

(Music Instrumental Program)

Information
and Application
Booklet

2018

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Aim

The TCCL Music Instrumental Program (MIP) aims to provide an opportunity for students to develop skills on a musical instrument of the students' choice, in a socially and physically safe environment. The program endeavors not only to develop great instrumental skills but also the individuals' ability to work independently, effectively and with a positive and committed work ethic. Music students acquire knowledge and skills pertinent to many areas of their lives including cooperation, teamwork, responsibility, organization, autonomy, self-motivation and lifelong learning.

MIP (Music Instrumental Program) Overview

Musical instrument lessons are conducted as a weekly, one on one, half hour lesson. The lesson will be provided by a tutor with a high level of proficiency in their respected instrumental area. Due to our commitment to the quality of MIP, group lessons are not available.

We will endeavor to provide lessons for the following instruments in 2018

- Guitar
- Bass
- Drums
- Piano
- Voice
- Wind instruments
- Brass Instruments
- Composition/ music recording and software.

Please note, places are limited by tutor availability. Tutor engagement is also dependent on student interest for that particular instrument.

MIP Application and Enrolment

Eligibility for MIP is dependent on school fees being paid or an approved payment plan being in place.

An annual registration fee of \$50 is charged to cover administration costs. **This payment must accompany the application form.** The maximum registration fee is \$75 per family. **Applications cannot be processed until the \$50 application fee has been paid in full to the College.** The application fee remains unchanged regardless of the date of application in the calendar year.

MIP applications will be accepted throughout the school year. However, mid-term applications may take up to 5 weeks to process due to the need to alter MIP timetables. To ensure a prompt start at the beginning of the term, applications need to be submitted by week 8 the term prior to commencement.

If it becomes apparent prior to commencement of lessons, that a tutor is unavailable, then the registration will be reimbursed.

Tuition Costs

Tuition is billed on a per term basis. The fee for each term is calculated at a rate of \$30 per ½ hour lesson, corresponding with the number of lessons scheduled for that term, as determined by the MIP coordinator. Your tutor will forward an invoice to you at the beginning of each term.

Tutors are only contracted for the 30-minute lesson per week. Any additional time, for example having your tutor accompany a student in a music exam, would require private negotiation of time and cost with the tutor concerned.

MIP is a not for profit initiative.

Please do not send any tuition fees to the college, you will pay your tutor directly.

Contact with your Tutor

The MIP program is coordinated by a College staff member assigned to the MIP coordinators role. The MIP tutors are not employees of the college. As such payment, enquires and expression of concerns should initially be made directly to/ with the tutor. Also, all given information on your MIP application form will be submitted to the relevant tutor on confirmation of your application. If you have any ongoing concerns during the term, please contact Mr Paul Archer, MIP Coordinator.

Email: mip@trinitylismore.nsw.edu.au

Lesson Timetables

Lessons are timetabled by the MIP coordinator. The timetable is governed by tutors availability. Timetables will be published on the MIP noticeboard (found outside the music rooms), the MIP lighthouse page and sent to you via email. Timetables may change due to unforeseen circumstances; it is the student's responsibility to check their timetable a week before their lesson to ensure no change has occurred.

Please note that students will be undertaking MIP lessons during the scheduled timetable of the College. The timetable is rotated so the student does not miss the same class each week. It is the responsibility of the student to catch up on any class work missed. The student must notify the MIP coordinator (Mr. Archer) and their tutor, if they have an assessment task or excursion that may require the rescheduling of the tuition lesson.

Student Absences

Our tutors are some of the best available in the Northern rivers. The school is committed to supporting the professional integrity of the tutors and thereby the quality of the MIP.

It is the responsibility of the student/parent/guardian to notify the instrumental tutor of intended absences at least 24 hours in advance, or in the case of sickness on the day of the lesson. Notification is best given by contacting the tutor directly (the tutor will discuss preferred means of contact with you on enrolment.)

As stated above, lessons are billed per term. The term fee does not change if a student misses lessons, nor is it refundable. This policy is congruent with all educational institutions offering music tuition. However, once per term, assuming notice has been given, an attempt will be made to reschedule the lesson.

Students are advised to notify the MIP tutor and the MIP Coordinator if they have an assessment task or excursion that may or will result in the absence of a scheduled MIP lesson. Given enough notice it may be possible to reschedule their MIP lesson.

Parent/Guardians will be advised if a student is repeatedly missing lessons without adequate reason. Students may be withdrawn from MIP if they continually miss lessons for inadequate reasons. Students must have all relevant equipment such as their instrument and sheet music when they attend their lesson.

Termination of Lessons

On commencing lessons, students are required to complete one full term's study. Should parent/guardians decide to withdraw their child from instrumental lessons it is necessary that notice of withdrawal be stated in writing to the MIP Coordinator (via email) **4 weeks prior** to the commencement of the next term.

Cancellations are processed at the end of each term only. Midterm cancellations will not be accepted. Where notification of withdrawal has not been received in a timely manner, payment may be required for the following term, even if the student does not wish to take the lessons.



Instrument Hire

Trinity Catholic College Lismore has a limited number of Woodwind and Brass instruments available for hire for students who do not have their own and wish to participate in the College's MIP. The aim of the hire is to encourage beginners. Beginning students are given priority in the hire of instruments. It is advised that after one year of trialing an instrument, that a student have their own instrument.

The cost of the instrument for hire in 2018 is \$75 per semester (6 months).

Instruments must be returned one week before the end of term 4

All College owned instruments are serviced before issue and it is the responsibility of the hirer to have the instrument serviced at one of the specified providers prior to return at the end of the agreed period. College owned instruments are to be maintained and cared for by the student, at the parent/guardians expense. This means the replacement of strings, reeds and other consumables, as well as any damage beyond normal wear and tear.

In the case of loss or irreparable damage, the hirer is required to reimburse the College to the value of the instrument as stated on the agreement. Parent/Guardians may privately arrange for insurance if desired, the College cannot insure an instrument loaned to a student. Insurance for the instrument may be arranged as a small extra premium on your Home and Contents Insurance but must be declared as a hired instrument. Contact your insurer for more information.

It is expected that students using a College instrument will undertake private tuition within the College, Please find an Instrument Hire Application Form on page 7.

Please note: The College does not hire recorders, pianos, guitars (classical, electric or bass) or percussion instruments. Students wishing to learn these instruments should consult with their instrumental teacher before purchasing.

2018 Application for Music Tuition Form

(please circle) New MIP student/ continuing MIP student

Please complete ONE form per Instrument

Name:			
Year:		House:	
Parent/Guardian(s) name:			
Home Phone No:		Parent/Guardian Mobile No:	
Parent/Guardian Email Contact:			
Home Address:			

Instrument to be Studied Please circle from general instrument list or Instrument family list (specify the instrument in this case) <i>Please note: While we endeavor to offer all instruments, a minimum number of students are required for each option. You will be contacted if an instrument is unavailable.</i>	General Instrument List	Instrument Family List		
		Drums	Wind	Brass
	Bass Guitar	Provide instrument name:		
	Guitar		
	Piano			
	Vocals			
	Composition/ music recording and software			

Conditions:

- The cost of individual lessons is \$30 per half-hour lesson. It calculated and charged on a per term basis.
- To be eligible for the program, school fees must be paid or an approved payment plan must be in place.
- A registration fee of \$50 (\$75 per family max.) per annum must be paid directly to TCCL before the MIP application can be processed.
- Payment for lessons is arranged with, and paid directly to the tutor, not the College. MIP Tutors will forward an invoice to the email or home address you have provided at the top of this page.
- Continuation from term to term in any given year is assumed, unless cancellation of enrolment is requested in writing.

A minimal number of Wind and Brass instruments are available for loan. Do you require the loan of an instrument to participate in the MIP? **YES / NO** (If yes, please fill out the the application for instrument hire form at the back of this booklet)

I/We have read and understood the Music Instrumental Program information and registration Handbook and agree to the terms for music tuition.

I/We have enclosed the Registration Fee of \$50 with this application.

(This must be paid directly to Trinity Catholic College Lismore before the application can be processed)

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

CONSENT TO RELEASE INFORMATION

You must complete this form if you are undertaking the Trinity Catholic College Lismore Music Instrumental Program. This form gives consent for the College to supply the respective tutor your contact details. Please note that students over the age of 18 years and independent students do not need the consent of a parent/guardian, but it may be provided if convenient.

Please read this form carefully before signing. If you are uncertain about any aspects, contact the TCCLMTP Coordinator at your school.

Students Full Name:

Parent/Guardians Full Name:

I, the above-named hereby:

1. give my consent for my personal information contained on my Trinity Catholic College MIP enrolment form to be made available to the MIP Tutor that I am enrolled to study with;

yes / no

2. acknowledge that during the course of my studies towards Trinity Catholic College MIP I may produce works that create intellectual property rights. These works might include my instrumental work, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.

I consent to the anonymous reproduction of my work on the Trinity Catholic College Lismore Website and other school websites and school noticeboards and other electronic mediums and agree that they may be reproduced and communicated in any form, including electronically;

3. understand that as the parent/guardian signing this consent form I am verifying my consent to the above on behalf of my child named in this form.

.....
Signature of student

Date/...../.....

.....
Signature of parent/guardian

Date/...../.....

Privacy Amendment (enhancing Privacy Protection) Act 2012

- Trinity is bound by the Commonwealth Privacy Act 1988 and the Australian Privacy Principles contained in the Privacy Amendment (enhancing Privacy Protection) Act 2012.
- The College is committed to upholding these principles and complying with the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.
- A full copy of the Trinity Catholic College Privacy Policy can be found on the College Website at: <http://trinitylismore.nsw.edu.au/privacy-policy/>

2018 Application for Instrumental Hire Form

Name:			
Year:		House:	
Parent/Guardian(s) name:			
Address:			
Home Phone No:		Parent/Guardian Mobile:	
Parent/Guardian Email:			
Instrument to be Hired:			

<p>Description of the Instrument (Office use only)</p> <p>Type: _____</p> <p>Brand: _____</p> <p>Serial number: _____</p> <p>Instrument Number: _____</p> <p>Condition: _____</p> <p>Value of Instrument: _____</p> <p>Date of Issue: _____</p>

Rental is subject to the following terms and conditions:

1. The instrument remains the property of Trinity Catholic College Lismore at all times and as such is returnable upon demand at any time for inspection, adjustment or any other cause.
2. The instrument is to be used only by the student to whom it is loaned.
3. The parent/guardian is liable for any loss or damage to the instrument and is required to reimburse the College to the value of the instrument as stated on this agreement.
4. It is advisable to take out insurance to cover the instrument hired.
5. During the period of the hire should the instrument require any maintenance it should be returned to the College for advice on its repair.
6. Under no circumstances is any person, other than a school-approved repairer, to attempt repairs or adjustments to the instrument.
7. The initial loan agreement is for the duration of the 2018 school year. The agreement will end on the 4th December 2018 when all instruments must be returned to the college.
8. The instrument is to be serviced at one of the specified providers prior to return at the end of the agreed period.
9. Instruments may be retained by students during holiday periods within the agreed period, during which the above conditions apply.
10. If, in the opinion of the staff, a student is not complying with the required expectations of the music department, the loan may be terminated.
11. Any changes to this loan agreement must be made in writing to the Head of Creative Arts.
12. Students are responsible for supplying their own accessories for the instrument on loan e.g. strings, reeds, valve oil, cleaning cloths etc.

I authorise my child to accept the loan of the instrument described above and agree to undertake reasonable supervision of its use. I further agree to the terms and conditions of the loan as stated above.

Parent/Guardian Signature: _____

Date: _____