

Elim Christian College Mt Albert 2026

Music Tuition for Y3 - Y13

Parents and students **MUST** read this information **BEFORE** filling out and signing the Online Music Tuition Enrolment Form

Enrolments close: Wednesday 10 December, 2025

Payment must be completed by: Monday 2 February

Tuition will commence: Week 2, Term 1 (from Monday 9 Feb)

STUDENTS MAY TAKE TUITION IN THE FOLLOWING

VOICE Classical/Contemporary Individual lessons only	VIOLIN Individual + group* lessons	DRUMS Individual + group* lessons
BASS GUITAR Individual + group* lessons	ACOUSTIC GUITAR Individual + group* lessons	ELECTRIC GUITAR Individual + group* lessons
FLUTE Individual lessons only	CLARINET Individual lessons only	ALTO/TENOR SAXOPHONE Individual lessons only
PIANO - CLASSICAL Individual lessons only	PIANO - CONTEMPORARY Individual lessons only	Please email us if your child might be interested in learning the cello this year or in the future. We are currently assessing demand and cannot yet assure availability.

**Group lessons are available based on the formation of groups with comparable ages and skill abilities. If NCEA Music students are learning an instrument through school, they are advised to take an individual lesson rather than a group lesson.*

INSTRUMENT HIRE

- Hiring is possible from music companies such as KBB, Music Works and ABI.

Lesson Details		
Participation in Music Tuition will cost:		
\$700 (30 X GROUP LESSONS)	OR	\$900 (30 X INDIVIDUAL LESSONS)
Group Lessons • \$700 for 30 lessons • Lessons: Group lessons are 30 minutes long, with 2-3 students per group of similar playing ability. • Student Absences: There is no refund or catch up lesson if a student misses a group lesson. Individual Lessons • \$900 for 30 lessons • Lessons: Individual lessons 30 Minutes in length. • Student absences from lessons: ○ 24 hours advance notice of absence must be given when possible OR by 8am at the latest in unforeseen circumstances such as bereavement or sudden illness. ○ The Itinerant Music Coordinator itinerantmusic@elimmtalbert.school.nz and music tutor must be contacted. ○ The Itinerant Music Coordinator will do their best to organise catch up lessons where possible. ○ A maximum of 3 catch-up lessons is allowed per student per year. • NCEA Music Students: It is highly recommended that students taking NCEA Music enrol for INDIVIDUAL tuition. Many performances (at a high level) will need to be prepared throughout the year, and the students need a lesson which is individually tailored to suit their needs. • Year 9 and 10 Music students: Students taking music in Yr 9/10 should also consider Individual Tuition on their instrument/voice.		

Terms and Conditions: WE ASK PARENTS AND STUDENTS TO READ AND ACCEPT THE FOLLOWING
Eligibility and Priority • Students from Year 3 to Year 13 may apply for individual or group lessons. • Priority is given first to students studying NCEA Music, and then to older students. Lessons are a prerequisite for all NCEA Music students or students hoping to study music at school in the future. Individual lessons are strongly recommended (either privately or through Elim Christian College Mt Albert).

Enrolment Expectations

- By enrolling, students commit to attending all 30 lessons across the school year.
Preference is given to:
 - Students enrolled in NCEA Music, and
 - Students continuing from 2025
- Please Note: Students receiving tuition in 2025 and wishing to continue in 2026 **must** re-enrol.

Lesson Scheduling

- Lessons take place during school hours and are timetabled on a rotational basis for senior students where possible. Junior students are scheduled at a set time.
- Lessons take priority over regular class activities unless the class activity is **assessment-based**. We will do our best to avoid timetable clashes, though this cannot always be guaranteed. If students notice a clash with an assessment please inform the tutor and itinerantmusic@elimmtalbert.school.nz immediately.
- For school trips, **parents must inform the tutor and** itinerantmusic@elimmtalbert.school.nz in advance.

Attendance and Absence

- Parents and students must notify the tutor **before the lesson** if they are unable to attend.
- If a tutor is absent, lessons will be made up later (either on an additional day or in Term 4), or a relief tutor will be arranged.
- **Group Tuition:**
 - No refunds or catch-up lessons will be provided for missed lessons.
- **Individual Tuition:**
 - Provide **24 hours' notice** where possible, or **by 8:00am** in unforeseen circumstances.
 - Tutors are not required to rearrange their schedules to accommodate student absences.
 - If no adequate notice is given, the tutor may count the lesson as taken.
 - **No catch-up lessons** will be provided for holidays taken during term time (catch-ups are for unavoidable absences such as illness and bereavement).
 - A maximum of 3 catch-up lessons is allowed per student per year.

Student Responsibilities

- Students must take responsibility for leaving class on time for tuition—setting alarms is encouraged
- Students in Year 7 and above must sign in at the office after their music lesson.
- Students taking classroom Music must discuss performance assessments and requirements with their tutor well in advance.
- Weekly practice of assigned work is expected.

Instruments and Materials

- Students must supply their own instrument (hired or purchased) and bring it to each lesson. Exceptions may be made only in emergency situations.

- Piano and drum students do not need to bring instruments, but Drummers must bring their own sticks.
- Additional costs (e.g., teaching books or resource materials) will apply by arrangement with the tutor.

Communication and Administration

- Successful enrolments will be notified by the Itinerant Music Programme Administrator, and timetables will be emailed.
- Lessons are scheduled to begin **Week 2, Term 1 (Monday 9 February)**.
- Unsuccessful enrolments will be placed on a waiting list and contacted as soon as possible.
- Final placement decisions rest with the Head of Music.
- Please do not contact tutors directly regarding enrolment.

Withdrawal and Refund Policy

- Students may withdraw **only at the end of Term 2**.
- Students withdrawing after Term 2 must either:
 - Complete all remaining lessons up to the 30-lesson requirement, or forfeit their fees.
 - **No refunds/ credits** will be issued.

Payment Options

Group Lessons

- **Option 1 Pay in Full:** We would prefer that the full amount of \$700 is paid before lessons start.
- **Option 2 Pay by Direct Debit:** Our next preference would be a Direct Debit. This needs to be set-up in direct communication with ACCOUNTS RECEIVABLE, separate to your school fees. Please email: accountsreceivable@elimmtalbert.school.nz
- **Option 3 Two Installments:** Payment can be made in two installments: \$350 before lessons start and \$350 before the end of Term 2. The first payment must have been received by Monday 2 February for lessons to commence in Week 2, Term 1.
- Please inform the Itinerant Music Coordinator of your intended payment method.
- Failure to pay fees by the agreed time will result in withdrawal from tuition.

Individual lessons

- **Option 1 Pay in Full:** We would prefer that the full amount of \$700 is paid before lessons start.

- **Option 2 Pay by Direct Debit:** Our next preference would be a Direct Debit. This needs to be set-up in direct communication with ACCOUNTS RECEIVABLE, separate to your school fees. Please email: accountsreceivable@elimmtalbert.school.nz
- **Option 3 Two Installments:** Payment can be made in two installments: \$450 before lessons start and \$450 before the end of Term 2. The first payment must have been received by Monday 2 February for lessons to commence in Week 2, Term 1. *These charges will be added to your Parent Portal account.* If you do not know how to access the portal please email: accountsreceivable@elimmtalbert.school.nz
- Please inform the Itinerant Music Coordinator of your intended payment method.
- Failure to pay fees by the agreed time will result in withdrawal from tuition.

Music Tuition Parent/Guardian Agreement

- We (all parents/guardians) have read, understood, and agree to the **Terms and Conditions** of taking Music Tuition at Elim Christian College Mt Albert.
- We understand that the music lessons are **timetabled during school hours**, and that this student will have to come out of his/her timetabled subject to attend music lessons.
- As parents we understand that our responsibility for **payment of all fees is both joint and severally**.
- By enrolling our student, we are agreeing to **commit to a minimum of two Terms**.

By completing the online form you are signing and agreeing to the Terms and Conditions set out in this document.

For any questions please contact the Elim Mt Albert Itinerant Music Coordinator: itinerantmusic@elimmtalbert.school.nz