

Dear Parents/Guardians,

Thank you for the expression of interest in your child joining the band program at school and welcome to Teaching Services Australia. TSA is a company that provides band programs throughout greater Sydney and the Central Coast.

At TSA we pride ourselves on providing affordable and effective instrumental music tuition as a stepping stone to further music education or just a fun, social musical experience. For many students, band is the first exposure they have to instrumental music. We aim to give all our students the skills and knowledge necessary to participate in band and hope to inspire them to delve further into the rewarding world of music and the benefits it offers.

The following guide outlines the steps necessary to complete your child's enrolment. We understand how overwhelming all this information can be, especially when it comes to choosing instruments and decisions around renting and buying. Should you have questions, feel free to call TSA on **9651 7333** or email info@teachingservices.com.au. You may also find some useful information on our website – www.teachingservices.com.au

Step 1) Read the Information provided in our *Terms & Conditions* overleaf

Step 2) Discuss and finalise your child's choice of instrument – use the *Instrument Play Test* information provided on the front of this envelope to gauge your child's preferred instrument

Step 3) Fill out the 'Enrolment Details' section of the *TSA Enrolment Form*

Step 4) Fill out the 'Instrument' section of the *TSA Enrolment Form* (Note: you must fill out this section of the form even if you are providing your own instrument. For further advice on instruments read on overleaf.)

Step 5) Fill out the 'Accessories' section of the *TSA Enrolment Form* (Note: you must fill out this section of the form even if you are providing your own accessories. For further advice on accessories read on overleaf.)

Step 6) Sign and date the *TSA Enrolment Form* and return to TSA directly. (Note: Do not return to the school office as your enrolment may not be processed.)

- Please ensure you have provided an email address on the enrolment form. Email is our primary means of communication with parents.
- Tuition typically commences in the second full week of term 1 but your school band director will contact you to confirm the first day of lessons. Your child should bring any instrument or accessories they have to school on this day and wait to be called from class for a lesson. If you have ordered an instrument or accessories from TSA, they will be provided at this lesson.

Thank you again for supporting your child's interest in music. With practice, support and encouragement the squeaks and honks you are soon to hear will rapidly develop into tunes and the gift of making music will change your child's life forever.

Kind regards,

Ben Miesch
Director

Steven Lavis
Music Director

Terms & Conditions – Standard

Rehearsals and Tuition

Band rehearsals typically take place before or after school for 30-45 minutes. If enrolled in **group tutorials**, band rehearsal is included at no extra charge. If enrolled in **private tutorials** or **band only** this full band rehearsal incurs an additional cost of \$90 per term.

Group tutorials average 5 students per group occur during school time, timetabled in conjunction with classroom teachers.

Private tutorials are available at most TSA schools however are limited in availability. These individual tutorials are more expensive and more demanding than our traditional group tutorials and **we recommend you contact TSA to discuss before enrolling**.

Band only is available to students enrolled in private tuition (either through TSA or externally). An additional *Band Only* fee applies to participate in full band rehearsals. Students enrolled in external tuition must only do so with an experienced and fully qualified tutor.

Practice – along with school based rehearsal and tuition, it is expected that students will spend regular time at home practising their instrument. At least 3x20min practices are required to satisfactorily revise each week's tuition, perhaps more for some.

Fees – band and lessons are provided on a term basis, with a term typically consisting of 9 -11 lessons or performance opportunities. Fees are payable at the commencement of each term and include *all* tutorials/band rehearsals and performances for the term. If a public holiday, pupil-free day or other 'whole school' activity occurs and **less than 9 lessons/performances** are achieved, an alternative lesson/performance opportunity will be provided. Due to timetabling restrictions & varying term lengths, this extra lesson/performance may not always take place in the same term.

Group Tuition - \$180 per term
(Includes full band rehearsal free of charge)

OR

TSA Private Tuition - \$380 per term **AND** Band Only - \$90 per term
(Tuition only - *not available at all schools*) (Full band rehearsal only)

Payment – If you have not chosen to set up a direct debit, an invoice will be emailed to you at the beginning of each term and is **payable within 14 days**. Payment options include credit card, cheque, money order and EFT. You may incur late fees or your child may be excluded from rehearsals and lessons if unpaid.

Student Absences – please note that tuition is a **full term commitment** and we employ teaching staff for a full term in advance. Due to the nature of group lessons, individual student absences cannot be made up. As such, no refund is provided for student absences.

Withdrawal - minimum commitment for tuition is 1 term. Notice of withdrawal must be given to the TSA office **prior to the new term commencing** or that term's tuition fees will be charged. No refund is given for mid-term withdrawal (*we will give consideration for hardship*).

Correspondence – enrolment, fee and general enquiries should be directed to the TSA main office. The most effective means of contact is by calling or emailing the TSA office directly. Your child's school office will not be responsible for handling TSA business. Notes sent to school often take days or weeks to arrive at TSA's main office so be sure to contact TSA **directly**.

The Instrument

Hopefully by now you have an idea of which instrument your child would like to play. Use the *Instrument Play Test* information on the front of this envelope as a guide if you are unsure. The rule of thumb is that "if they love it, they will practice it" but hand size and a natural ability on an instrument can often make it a lot easier.

It will also soon become obvious that some instruments cost more than others. If price is an obstacle, we encourage you to contact us for advice and avoid buying a cheap version of an expensive instrument as this can end up costing you more in repairs and depreciation. There are often alternatives we can suggest, or second hand/ex-hire instruments available that can help ease the cost.

After deciding which instrument your child would like to play, you have a few options of where to get an instrument:

- 1) Check with **family or friends** for unused instruments. We recommend a service prior to use.
- 2) TSA supplies **new** instruments at **discounted prices** (see yellow *Instrument Purchase Agreement* for information)
- 3) TSA offers a **rent-to-buy** scheme, which is a good way to start if you are unsure of your child's commitment to the program (see the blue *Instrument Rental Agreement* for information)
- 4) TSA also has a limited range of near new **second-hand** instruments available for sale. Please call us for details.

You may also choose to look for a new or second-hand instrument elsewhere. Whether buying new or second-hand, there are several important things to look out for. See the yellow *Instrument Purchase Agreement* for helpful hints on buying an instrument.

Buying or hiring an instrument is an extra cost and is not included in tuition fees.

Accessories

All students require a **tutor book** for band and lessons (*Accent on Achievement* – \$19) and a **music stand** is recommended for home practice (\$24). Clarinet and Saxophone players will need a steady supply of **reeds** (box of 10: clarinet \$38, sax \$53) with beginners often going through a reed every week. Reeds do tend to last longer as students progress on their instrument.

Band Resources & Facility Hire

In addition to a student's individual accessories the band also requires several general resources such as sheet music, music stands, percussion, amplifiers, etc. Your school may also charge a facility hire fee. The resource levy or facility hire fee is typically between \$10-\$30 and will be added to the invoice each term.

Enrolment Fee

A \$25 enrolment fee will be charged to all students who enrol after Friday 15 December 2017. As teachers are allocated to schools and timetables finalised in the holidays, late enrolments are very disruptive to this process and this fee covers some of the extra administrative work to include late enrolments.

Photography

TSA frequently uses photographs of students on its website, in brochures, newsletters and other promotional material. No personal details or surnames will be used and photos are used in accordance with TSA's *Child-Safe and Child-Friendly* policy. If you do not wish TSA to display photographs of your child please notify TSA in writing or via email – info@teachingservices.com.au.

TSA Enrolment Form

Our preferred method of enrolment is **ONLINE**, however if you prefer to fill in the enclosed forms please fill out all sections below and sign and date the Terms and Conditions agreement to complete your child's enrolment. Post, fax or email this form (along with any instrument hire or purchase forms) to:

Teaching Services Australia
P.O. Box 87
Kenthurst NSW 2156
Fax 9651 7133

enrolments@teachingservices.com.au

DO NOT RETURN FORMS TO SCHOOL OFFICE

Enrolment Details

PRINT CLEARLY IN BLOCK LETTERS

Student Name: _____ **Class:** (2017) _____

School: _____ **Instrument:** _____

Tuition Option Group Tuition - \$180 per term (payment not required with enrolment, invoices will be emailed in Term 1)

Please Tick

Private Tuition - \$380 per term *plus* \$90 per term 'Band Only'

Most programs also charge a resource or facility hire fee of approx. \$10 - \$30 per term.

Names of Parents/Guardians: _____

Address: _____ (Postcode) _____

Phone: (Mob) _____ (Home) _____ (Work) _____

Email Address (PLEASE PRINT: Band notes sent via email) _____

Instrument Please tick one

I wish to **HIRE** an instrument through TSA (please return the blue *Instrument Rental Agreement*)

I wish to **BUY** an instrument from TSA (please return the yellow *Instrument Purchase Agreement*)

I will organize my **OWN** instrument (for advice on buying an instrument read the yellow *Instrument Purchase Agreement*)

Accessories (all students *must* have an **Accent on Achievement** book 1 to commence lessons)

I will organize my **OWN** book and stand (bring your book to your first lesson)

or

I wish to buy a **tutor book** from TSA \$19 + \$4 postage = \$ _____

I wish to buy a **music stand** from TSA \$24 + \$4 postage = \$ _____

I wish to buy a **tutor book AND music stand** package **REDUCED** \$45.00 (incl. postage) = \$ _____

Plus (clarinet/saxophone players only)

I wish to buy **reeds** (box of 10) from TSA Clarinet(\$38) / Sax(\$53) circle one (no postage) = \$ _____

Total: \$ _____

Enclosed is a cheque/ money order for \$ _____ **OR** Charge my Visa/ MasterCard

(Charges made when goods ready to ship from 12 Jan 2018)

Card#: _____ Exp: ____ / ____ CCV#: _____

Name: _____ Signature: _____

Please tick this box if you would like TSA to use this Credit Card to automatically debit lesson fees at the commencement of each term.

Terms and Conditions: (complete this section to finalise your child's enrolment)

My signature below indicates that I have read and understood all terms and conditions enclosed.

Signature: _____ **Date:** ____ / ____ / ____

NEW Instrument Rental Agreement

Terms and Conditions

Period

Initial hire period is a minimum of 3 calendar months (roughly equivalent to 1 term), then on a monthly basis.

Payment

Hire charges are monthly and will be debited from your credit card or bank savings/cheque account on the 1st of each month. Payments are non-refundable. First payment is due at the time of shipping the instrument to the customer and will incur an **additional packing/delivery fee of \$10.00**. It is the customer's responsibility to ensure there are **sufficient funds** available in your account to allow the monthly payments, and a fee of **\$3 per day overdue** will occur if insufficient funds are in the bank account / credit card, or if the bank account has been closed, credit card cancelled or expired, etc. Continued non-payment may incur repossession of instrument.

Loss and Damage - Optional Insurance Cover (Recommended)

If the customer **does not** choose optional insurance cover, they are responsible for **any** loss or damage caused to the instrument and will be responsible to pay for all repairs/replacement of the instrument. TSA must be notified within 48 hours of any loss or damage. Optional insurance can be taken to cover theft/ fire/accidental damage to the instrument. The optional insurance **does not** cover loss or damage due to negligence of the Hirer. Insurance **does not** cover instrument whilst in transit by post. No repairs or maintenance are to be instigated by the customer. All work on this instrument is done through Teaching Services Australia.

Ownership of the product

The product remains the property of the vendor throughout the hire period.

Returning Instruments

Instruments must be returned before the next payment date (end of month), or the next month will be charged. Instruments must be in our possession at Teaching Services Australia before the direct debit will be cancelled. **The return arrangements must be made at your initiative well ahead of time.** Customers are responsible for instruments if posted or couriered and we strongly recommend instruments are registered if sent by post. We encourage customers to return instruments in person to TSA & Dural Music Centre at **Unit 32/286-288 New Line Rd, Dural NSW 2158** (behind Dural McDonalds). If you would like to use our courier service through Clipper Parcels Pty Ltd, please call us to organise. The cost for a courier will be \$12 and will be directly debited from your account used to debit your instrument payment.

Service and Repairs

General Service and Maintenance is provided at no cost during the rental period. (Consumables such as reeds/cork grease/valve oil are initially provided, but replenishment is at your own expense). It is the customer's responsibility to get the instrument back to TSA at their expense if repairs or maintenance is to be carried out. We recommend you use Australia Post or Clipper Parcels if not dropping off in person (call for Clipper details).

New Instruments	Hire/month	Insurance Cost/month
Flute/Clarinet/Trumpet/ Trombone/Bass Gtr Percussion Pack/ Drum kit	\$43.00	\$3.00 optional
Alto Saxophone/Baritone/ Euphonium	\$62.00	\$3.00 optional

Rent-to-Buy Scheme

Customers are welcome to take advantage of our purchase option when renting an instrument from *Teaching Services Australia*. If you would like to purchase the instrument you are hiring, simply pay the balance owing and we will transfer ownership of the instrument to you as well as the balance of any warranty if applicable.

- Instruments may be purchased at **any** time throughout the rental period
- First 12 months **ALL** rental payments (excluding insurance) deducted from **retail price** of instrument
- After 12 months **HALF** rental payments deducted up to a period of 24 months (extra 12 months)
- **After 24 months no more equity is put towards the buyout. Customers can continue to rent until the instrument is returned or the residual balance payment is made by contacting TSA.**
- Your buy-out price can be obtained by calling TSA any time throughout the rental period. TSA does not contact customers on a regular basis to update them with this information.

Application to Rent

PRINT CLEARLY IN BLOCK LETTERS

Hirer's (eg. parent) Personal Details

Mr / Mrs / Miss / Ms / Dr (Please circle one)

Given Names: _____

Family Name: _____

Address: _____

Suburb: _____ P/Code: _____

Phone (H): _____ (W): _____

Phone (Mob): _____

E-mail Address: _____

Driver's Licence No: _____

Contact details of nearest relative (for reference)

Name _____

Phone _____

Details of household's main income earner:

Name _____

Mobile _____

Details of employer of the above:

Employer Name/Suburb _____

Employer Phone _____

Details of Hiring Student

Student's Full Name: _____

School: _____ Yr: _____

Instrument of Choice: _____

Monthly Rental Payment: _____

Optional Insurance \$3.00/month Y / N (circle one)

(We recommend insurance; Please read over for details)

Request to Debit my Credit Card

I hereby give TSA authorization to debit my:

MasterCard Visa (Tick one)

Name of Bank or Financial Institution on Card:

Credit Card Number:

Expiry Date: ____ / ____ CCV ____

Name on Card: _____

Signature of Hirer &/ Credit Card Holder:

OR

Request To Debit My Bank Account

I/We authorize Teaching Services Australia to debit my/our account detailed below until further notice.

Name & Address of Financial Institution:

Account Name:

BSB Number -

Acct No:

Debit Amount: \$_____ + 3.00 insurance (if requested)

Signature: _____

Signature2(if joint): _____

Date: ____/____/____ (dd/mm/yy)

For your rental application to be considered, all sections must be fully completed.

I have read, understood and agree to all the *Instrumental Rental Agreement Terms & Conditions* overleaf:

Signature: _____

Print Name: _____

Date: _____

Instrument Purchase Agreement

Instrument	Model	\$RRP	Sale Price
Pearl Flute * recommended *	PE505	\$1199	\$739
Yamaha Flute * recommended *	YFL212	\$1099	\$789
Yamaha Clarinet * recommended *	YCL255	\$999	\$695
Jupiter Clarinet	JC637N	\$749	\$539
Yamaha Alto Sax * recommended *	YAS26	\$1899	\$1379
Jupiter Alto Sax	JAS500	\$1199	\$969
Yamaha Trumpet * recommended *	YTR2330	\$999	\$675
Bach Trumpet * recommended *	TR600	\$999	\$669
Bach Trombone * recommended *	TB600	\$1299	\$979
Jupiter Trombone	JTB500	\$849	\$669
Yamaha Trombone	YSL154	\$1399	\$999
Tama Drum Kit (optional cymbal upgrade add \$220)	Full Kit	\$999	\$799
Percussion Pack (includes snare drum, glockenspiel, practice pad, drum sticks, mallets & stands in a case with wheels)	Full Pack	\$599	\$489
Bass Guitar Pack	Full Pack	\$699	\$499

Please Note – We strongly recommend **Yamaha, Pearl or Bach** instruments. Jupiter are the best of the ‘Budget’ brands however do not represent the same quality as the other brands. **Yamaha, Pearl or Bach** are the best quality student instruments on the market and have a history as reliable, reputable brands which stand up to the demands of primary school band students. Instruments marked *recommended* represent the best value for quality, price & re-sale.

Detach and return to: "Teaching Services Australia, P.O. Box 87, Kenthurst, NSW 2156" or Fax to (02)9651 7133

Student Name: _____ School: _____

Please supply the following instrument: _____ Model (as above): _____

Enclosed is a cheque / money order for \$ _____

OR

Please Debit my: Visa MasterCard

Card#: _____

Exp: ____ / ____ CCV#: ____

Name on Card: _____ Signature: _____

Instruments will be delivered to students in first lesson or may be picked up from: *Dural Music Centre, Unit 32/286 New Line Rd, Dural, NSW 2158*

How to find an instrument

Buy new

- Teaching Services Australia can provide excellent quality new instruments at discount prices for students enrolled in its band program.
- Whilst we recommend Yamaha, Pearl & Bach wind and brass instruments, there are other reputable brands on the market such as Jupiter. However, beware of brands offering warranties less than 3 years or whose retail price is unusually low. These may well use inferior materials and quickly deteriorate becoming difficult to play and expensive to repair.
- Treat buying a new instrument like buying a new car. There are cheap alternatives on the market but you always get what you pay for. Cheap instruments are an option but remember **a)** they are a temporary instrument and may only last a few months **b)** they will be expensive to repair **c)** they will not have much, if any resale value.

Buy second-hand

- Buying second hand has the advantage of someone else paying the initial depreciation.
- It has the disadvantage of inheriting someone else's mistakes (dropped instruments, scratches, rust, etc).
- When buying second hand always ask for the *brand, model, serial number, age and service history* of an instrument. Also check it has been *recently serviced* and is in *working order*. Newer second-hand instruments may still have *balance of warranty*.
- If you stick with recently serviced, reputable brands with documented service history you will minimise your risk. Be very wary of buying second hand 'budget' brands for the reasons outlined above.
- **For advice on good brands of second hand instruments, call TSA.**

Hire

- **TSA can also provide instruments for monthly hire.** This is under a rent-to-buy scheme where hire fees can be used as equity if you wish to purchase the instrument at a later date.
- All hire instruments are **brand new** and we only use top quality and leading brands of instruments.
- Hiring is a good way to test out an instrument without having to pay for it up front (it can be returned at any time with no further payments owed)
- **This is particularly good if your child is unsure about their instrument.**
- There are two main things to be aware of when hiring: **1)** after 24 months of hiring no further equity is added so be sure to review your hire agreement every 6 months or so **2)** when you do purchase your instrument, you end up paying **full recommended retail price** so often you are better off purchasing outright up front (receiving a sizeable discount) and, should your child withdraw, sell the instrument at a later date.

Check with family or friends for unused instruments. We recommend a service prior to use.

Case Study: your child plays a clarinet for 3 years before selling or returning it:

BUY new Yamaha Clarinet \$695	1 st 12 months Clar HIRE \$516 <small>(buy-out price after 12 months - \$483.00)</small>	BUY new 'Budget' Clar \$539 _{approx}
12 month service not required	Buy out instrument \$483	12 month service \$80
2 year service not required	3 year service \$80	2 year service \$140+
3 year service \$80	Total cost: \$1079	3 year service \$280+
Total cost: \$775		Total cost: \$1039+
A 3-year old Yamaha Clarinet would still be worth \$400-500	A 3-year old, Yamaha Clarinet would still be worth \$400-500	A 3-year old 'Budget' clar would have little, if any, resale value.

Note very few repairers will repeatedly repair budget instruments and it is *unlikely that a budget instrument would last a full 3 years.*

Summary: Though 'budget' instruments advertised online and sometimes available from chain or discount stores present a cheap initial outlay, ongoing maintenance costs along with their poor resale value make them the least economical option by far. This also does not take into account the impact a poor quality instrument has on a child's learning.

For more information or advice, contact Teaching Services Australia on **9651 7333**