

Dear Parents/Guardians,

Thank you for expressing interest in your child joining the **Gordon West PS** band program. Teaching Services Australia works closely with the school to provide an inclusive and equitable instrumental tuition program and welcomes you as you embark upon this journey with us.

For many students, band is the first exposure they have to instrumental music. Whether they join band as a fun, social experience or as a stepping stone to more serious music-making, we aim to give all students the skills and knowledge necessary to succeed on their instrument and hope to inspire them to delve further into the rewarding world of music and the benefits it offers.

The following steps are necessary to complete your child's enrolment:

Step 1) Read the *Terms & Conditions* overleaf

Step 2) Await the results of your child's instrument assignment – these will be emailed to the address you provided on your *Expression Of Interest* form. If you do not receive an email contact enrolments@teachingservices.com.au

Step 3) Enrol online (preferred) no later than Monday 18th December 2023
(Do not return forms to the school office as your enrolment may not be processed)

Our preference is for online enrolment

Use the QR code or visit: enrol.teachingservices.com.au



Forms may also be returned by email. Scan or send a clear photo of forms (including *Instrument Rental* or *Instrument Purchase* as required to: enrolments@teachingservices.com.au).

Please ensure you have provided an email address with your enrolment. Email is our primary means of communication with parents.

Should you have questions email enrolments@teachingservices.com.au or call our office on **9651 7333** (ext 2). There is also useful information on our website – www.teachingservices.com.au.

You will be contacted to confirm how books and instruments ordered through TSA will be distributed. Private tuition typically commences in the second full week of term 1 but your private tutor will confirm this. Your child should bring their instrument to school the day of their first private instrumental lesson. We will also advise the date of the first band rehearsal.

Thank you for supporting your child's interest in music. Properly encouraged this interest will grow and with practice and time the gift of making music will change your child's life forever.

Kind regards,

Ben Miesch
Director

Steven Lavis
General Manager

Terms & Conditions – Gordon West PS

Tuition

Refers to the 30-minute lesson/tutorials where children learn how to play their specific instrument and learn to read music. Private tutorials are available at GWPS after school hours and are limited in availability. Tutor names and contact details will be provided, and parents must contact tutors directly to arrange tuition for their child. Tutors are paid directly by parents, and not through TSA.

Band Rehearsals

Rehearsals are where all children come together to play as a full band. Rehearsals take place before school for 60 minutes.

Fees

Band fees for 2024 are \$125 per term. Band rehearsal is provided on a term basis, payable at the commencement of each term and include all band rehearsals for the term. (Private tutorial fees are separate to band fees and are paid to tutors directly).

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, EFT and Direct Debit. You may incur late fees or your child may be excluded from rehearsals and lessons if fees are unpaid. *NOTE – TSA is registered for NSW Government's 'Creative Kids' program. If you are eligible for this voucher, details on how to use it towards your school band fees can be found on the TSA website.*

Student Absences

Tuition is a **commitment for a full term**. Due to the nature of group lessons, individual student absences cannot be made up. As such, no refund is provided for student absences from group lessons.

Withdrawal

Minimum commitment for tuition is one 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*).

Practice

It is expected that students will spend regular time at home practising their instrument. At least 3x20min practices per week required.

Correspondence

Enrolment, fees 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 so please contact TSA **directly**.

Instrument

Buying or hiring an instrument is an extra cost and is not included in tuition fees. It will also 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. See the *Instrument Purchase Agreement* for further tips.

The school has a very limited number of instruments available for hire. School instrument hire is an annual fee, charged up front by TSA with no refunds.

Accessories

Students will be provided a **method book** as part of the enrolment fee for band and lessons (*Accent on Achievement*). A **music stand** is recommended for home practice (\$27). Clarinet and saxophone players will need a steady supply of **reeds** (box of 10: clarinet \$43, sax \$60). A box of reeds will usually last around 12 months once students learn how to look after them.

Resource Levy

Running a school band requires resources such as sheet music, music stands, percussion equipment, amplifiers, etc. This is covered by TSA's resource levy (\$10 per term). This resource levy will appear on your tuition invoice each term.

Enrolment Fee

The \$30 enrolment fee is a one off compulsory fee that covers the **Method Book** and all enrolment administration for your child to join the school band. The enrolment fee will be included in the term 1 invoice which will be sent out early term 1.

Photography & Video

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

TSA Enrolment Form – Gordon West PS



Online enrolment preferred:
Use QR code or go to enrol.teachingservices.com.au
(enrol before Dec 18, 2023)

or complete *all* sections of required forms below and return via email to: enrolments@teachingservices.com.au

DO NOT RETURN FORMS TO SCHOOL OFFICE

Enrolment Details

PRINT CLEARLY IN BLOCK LETTERS

Student Name: _____ **Grade** (2024): yr3 / yr4 / yr5 / yr6

School: Gordon West PS **Instrument:** _____

Tuition Option Band Only - \$125 per term (payment not required with enrolment, invoices will be emailed in Term 1)
Please Tick

Names of Parents/Guardians: _____

Address: _____ (Postcode) _____

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

Email Address (PLEASE PRINT CLEARLY) _____

Instrument Please tick one

- I wish to **HIRE** a new instrument through TSA (please return the blue *Instrument Rental Agreement*)
- I wish to **BUY** a new instrument through TSA (please return the yellow *Instrument Purchase Agreement*)
- I will organise my **OWN** instrument (for advice please read the yellow *Choosing The Right Instrument*)

Accessories

I will organise my **OWN** stand and Reeds (Clarinet/Sax) (bring to your first lesson)

or

I wish to buy a **music stand** from TSA \$27 + \$4 postage = \$ _____

Plus (clarinet/saxophone players only)

I wish to buy **reeds** (box of 10) from TSA Clarinet (\$43) / Sax (\$60) circle one (no postage) = \$ _____

Total: \$ _____

Below are my Visa/ MasterCard details (Charges made when goods ready to ship, from 8 Jan 2024)

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). Alternatively you may wish to use Australia Post or any reliable courier service.

Service and Repairs (only applies if you have chosen optional insurance)

If you have selected the optional insurance cover, any 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 deliver the instrument in person or use Australia Post (or any other reliable courier service).

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 (RRP)** 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*	P505E1R	\$1,299	\$879
Yamaha Flute *recommended*	YFL212	\$1,199	\$899
Yamaha Clarinet *recommended*	YCL255	\$1,099	\$849
Jupiter Clarinet	JCL700NA	\$895	\$685
Yamaha Alto Sax *recommended*	YAS26	\$2,099	\$1,699
Jupiter Alto Sax	JAS500A	\$1,795	\$1,379
Yamaha Trumpet *recommended*	YTR2330	\$1,099	\$849
Schagerl Trumpet *recommended*	SLTR355	\$1,299	\$849
Schagerl Trombone *recommended*	SLTB255	\$1,599	\$1,199
Yamaha Trombone *recommended*	YSL154	\$1,549	\$1,199
Majestic Percussion Pack (includes snare drum, glockenspiel, practise pad, drum sticks, mallets & instrument stand in a case with wheels)	MK1432DP	\$575	\$479
Yamaha Rydeen 20" Drum Kit (with Paiste cymbals, does not include glockenspiel, sticks/mallets or practise pad – these can be purchased seperately)	RYD20	\$1,379	\$1,199
Fender ¾ Bass Guitar Pack (¾ size Fender bass guitar, 15W Fender amp, tuner, lead, bag & strap)	34FENDER	\$919	\$729

The above list represents a mix of instruments that are appropriate for young musicians to learn on. Instruments marked *recommended* represent the best value for quality, price & re-sale. In providing the above options (as well as the option to rent-to-buy) we hope to provide all families with cost effective options to allow their child to pursue their interest in music.

Why buy through TSA? As well as competitive prices, TSA supplies instruments setup, quality controlled and delivered to your child's first lesson. This means your child is ready to learn from day one! If you see an identical instrument advertised cheaper elsewhere, contact our retail partner, Dural Music Centre, who will be happy to discuss price-matching with you.

Detach and return to: TSA (enrolments@teachingservices.com.au, Unit 31/286 New Line Rd, Dural, NSW 2158 or Fax to (02) 9651 7133)

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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

Choosing The Right Instrument

Hopefully by now you have an idea of which instrument your child would like to play. Use the results of their *Instrument Trial* on the front of this envelope as a guide if you are unsure. This, combined with your knowledge of your child's interests and personality, will be the best indication of which instrument they are most likely to succeed on.

After deciding which instrument your child will play you have a few options of where to get an instrument from.

1. TSA can provide excellent quality **new** instruments at discounted prices for students enrolled in its programs
2. TSA offers a **rent-to-buy** scheme which is a good way to start if you are unsure of your child's commitment level
3. Check with **family or friends** (or search online) for second hand instruments. We recommend a full service prior to use to ensure they are clean and in full working condition.

Important points to consider

- Whilst TSA recommends Yamaha, Pearl & Schagerl instruments, there are other reputable brands on the market such as Jupiter. Beware of brands offering warranties less than 3 years or whose retail price is unusually low. These often use inferior materials and quickly deteriorate becoming difficult to play and expensive to repair.
- Treat buying (or hiring) a new instrument like any purchase. There are cheap alternatives on the market but you always get what you pay for. Cheap instruments may seem a good short-term option but they often do not play accurately and quickly deteriorate. This makes them harder to play and will slow your child's learning.

Buying a secondhand instrument...

- Buying secondhand 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 secondhand 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 secondhand 'budget' brands for the reasons outlined above.
- For advice on good brands of secondhand instruments, call TSA.
- TSA has a limited supply of second hand instruments available for purchase. Most are around 12 months old, fully serviced and have balance of new instrument warranty.

Hiring a new instrument...

- When hiring a TSA instrument, hire fees paid can be used as equity to purchase the instrument at a later date.
- All TSA 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 after 3 months with no further payments owed)
- **This is particularly good if your child is unsure about their instrument.**
- Please carefully read the Rent-to-Buy Scheme Terms and Conditions and be particularly aware: **1**) how your monthly hire fee affects the buy out price of your instrument (especially after 12 months) **2**) that hiring an instrument costs more in the long run than buying upfront **3**) the hire contract will only be terminated at the hirer's initiative.
- All rental instruments must be returned to the TSA office in Dural directly if you wish to discontinue hire.

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

Final Word – 'Budget' Instruments

Although 'budget' instruments advertised online or through a chain/discount store can present a cheap initial outlay, they are not always the best option. Repair costs, poor resale and difficulty in playing make these instruments a poor choice. If you are budget conscious, consider buying a reputable brand instrument secondhand instead.

'Budget' instruments are generally made of inferior material which won't hold up to the rigours of primary school use. They may last 12 months or they may last 12 weeks. Once they do need a trip to the repair shop even a basic service will cost around \$110. In fact, most repairers refuse to work on 'budget' instruments altogether.

Also be aware that many 'budget' brand instruments save money by leaving out features designed to help make it easier to play for young musicians. This makes learning harder for your child, decreasing their chance of success.

Purchasing a reputable brand will ensure your child is learning on a durable instrument that is easier to play and will hold greater resale value. It gives the best chance of success and will almost certainly cost you less in the long run.