

Dear Parents/Guardians,

Thank you for expressing interest in your child joining the **West Ryde PS** band program. Teaching Services Australia works closely with your child's school to provide an inclusive and equitable instrumental tuition program and welcome 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)** Discuss and finalise your child's choice of instrument – use the results of their *Instrument Test* (on enrolment pack cover page) to help find the instrument your child is most suited to
- Step 3)** Fill out the *TSA Enrolment Form* completely
- Step 4)** Fill out *Instrument Rental Agreement* or *Instrument Purchase Agreement* as required
- Step 5)** Return all forms **to TSA directly** no later than Monday 16 December 2019. Do not return forms 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.

Forms may be returned by post, fax or email. If emailing please scan or send a clear photo of forms to [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au).

Should you have questions email [info@teachingservices.com.au](mailto:info@teachingservices.com.au) or call us on **9651 7333**. You will also find some useful information on our website – [www.teachingservices.com.au](http://www.teachingservices.com.au).

Tuition typically commences in the second 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 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 – Standard

## **Rehearsals And Tuition - \$225 per term**

Takes place each Monday afternoon from 3pm-5pm at school. Students will move straight from class to rehearsal where they will be supervised by TSA staff. This 2 hour session will include a 60 minute full rehearsal, 30 minute small group lesson (average of 5 per group) and a short, supervised afternoon tea break (BYO). Parents will pick up students by 5:10pm.

Band fees will include weekly tuition/rehearsal plus most regular performances. Any events which require additional cost (such as workshops, band camp, etc) will be optional and clearly communicated well in advance.

## **Private Tuition - \$395 per term (PLUS band fee, above)**

In addition to the 2 hour session above (which includes rehearsal and small group tuition) some parents may wish to enroll their child in individual 'private tuition'. This is a 30min one-to-one lesson each week and is a more demanding lesson aimed at students who require extra help or extension on their instrument. Please discuss with TSA office before enrolling in private tuition.

## **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/performance**s are achieved in that term, 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.

## **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 fees are unpaid. *NOTE – TSA is registered for NSW Government's 'Creative Kids' program. Details on how to use this \$100 voucher 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, 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 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.

## **Accessories**

Students will require a **music book** for band and lessons (*Accent on Achievement* – \$20) and a **music stand** is recommended for home practice (\$25). Clarinet and saxophone players will need a steady supply of **reeds** (box of 10: clarinet \$38, sax \$52). A box of reeds will usually last around 12 months once students learn how to look after them.

## **Resource & Facility Hire 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). Some schools may also charge a facility hire fee for music lessons to be held at the school. The facility hire fee varies from school to school, usually between \$10-\$30 per term. *West Ryde PS does not charge a facility hire fee.*

## **Enrolment Fee**

Your term 1 invoice will include a \$25 enrolment fee. This is a one-off fee and will not be payable in future terms.

## **Photography**

TSA occasionally 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](mailto:info@teachingservices.com.au).

# TSA Enrolment Form - WRPS

Please fill out *all* sections of the forms below along with any instrument hire/purchase forms and return via:

\*email – [enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au)

\*post – P.O. Box 87, Kenthurst, NSW 2156

\*fax – 9651 7133

**\*DO NOT RETURN FORMS TO SCHOOL OFFICE\***

## Enrolment Details

**PRINT CLEARLY IN BLOCK LETTERS**

**Student Name:** \_\_\_\_\_ **Class:** (2019) \_\_\_\_\_

**School:** West Ryde PS **Instrument:** \_\_\_\_\_

**Tuition Option**  Band & Group Tuition (recommended) - \$225 per term

Please Tick

Private Tuition - \$395 per term *plus* \$225 per term Band & Group fee

(payment not required with enrolment, invoices will be emailed in Term 1)

**Names of Parents/Guardians:** \_\_\_\_\_

**Address:** \_\_\_\_\_ (Postcode) \_\_\_\_\_

**Phone:** (Mob) \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Email Address** (PLEASE PRINT CLEARLY) \_\_\_\_\_

## 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 organise my **OWN** instrument (for advice please read the yellow *Choosing The Right Instrument*)

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

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

**or**

I wish to buy a **music book** from TSA \$20 + \$4 postage = \$ \_\_\_\_\_

I wish to buy a **music stand** from TSA \$25 + \$4 postage = \$ \_\_\_\_\_

I wish to buy a **music book AND music stand** pack **REDUCED** \$48.00 (incl. postage) = \$ \_\_\_\_\_

**Plus** (clarinet/saxophone players only)

I wish to buy **reeds** (box of 10) from TSA Clarinet(\$38) / Sax(\$52) 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 14 Jan 2020)

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** 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 * <sub>recommended</sub> *	P505E1R	<b>\$1,199</b>	<b>\$789</b>
Yamaha Flute * <sub>recommended</sub> *	YFL212	<b>\$979</b>	<b>\$795</b>
Yamaha Clarinet * <sub>recommended</sub> *	YCL255	<b>\$899</b>	<b>\$729</b>
Jupiter Clarinet	JCL700	<b>\$799</b>	<b>\$639</b>
Yamaha Alto Sax * <sub>recommended</sub> *	YAS26	<b>\$1,699</b>	<b>\$1,399</b>
Jupiter Alto Sax	JAS500A	<b>\$1,599</b>	<b>\$1,249</b>
Yamaha Trumpet * <sub>recommended</sub> *	YTR2330	<b>\$869</b>	<b>\$695</b>
Bach Trumpet * <sub>recommended</sub> *	TR600	<b>\$999</b>	<b>\$659</b>
Bach Trombone * <sub>recommended</sub> *	TB600	<b>\$1,299</b>	<b>\$999</b>
Yamaha Trombone	YSL154	<b>\$1,249</b>	<b>\$1,069</b>
Jupiter Trombone	JTB500A	<b>\$999</b>	<b>\$749</b>
Tama Drum Kit <small>(optional cymbal upgrade add \$220)</small>	Drum Kit	<b>\$999</b>	<b>\$829</b>
Percussion Pack <small>(includes snare drum, glockenspiel, practice pad, drum sticks, mallets &amp; stands in a case with wheels)</small>	Perc Pack	<b>\$529</b>	<b>\$459</b>
Ibanez Bass Guitar Pack <small>(includes bass guitar, practise amp, tuner, guitar bag and strap)</small>	Bass Pack	<b>\$735</b>	<b>\$569</b>

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 'ready to play' and delivered to your child's first lesson. TSA's quality control process includes removal of packaging corks and plastic, oiling valves, greasing joints and attaching reeds. This means your child is ready to learn with an instrument set up ready to play from day one!

Detach and return to: TSA ([enrolments@teachingservices.com.au](mailto:enrolments@teachingservices.com.au), 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

# 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 & Bach instruments, there are other reputable brands on the market such as Jupiter and Schagerl. 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 buying a new car. 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 purchased. 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 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 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 rigors 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.