

KINGSTON
ACADEMY *of*
CREATIVE ARTS

21/01/2010

Dear Parents and Students,

Enrolments for lessons at ACA are now open!

Congratulations to all ACA students for your hard work and commitment to your lessons in 2009. Your work paid off—the ACA Concert proved a very high standard of work, which you should all be proud of!

The following lessons are available in 2010:

Cello
Bass Guitar
Drums
Guitar (electric / acoustic)
Piano
Singing
Flute
Violin
Viola

Advantages of ACA include:

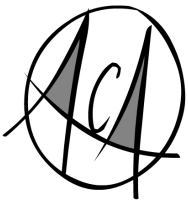
- Individual lessons given during and after school hours
- No age limit
- Absolute beginners very welcome!
- One convenient location
- Effective – regular lessons to avoid disjointed learning
- Accomplished, great teachers! (see website for details).

LESSON COMMENCING 1ST FEBRUARY, PLEASE RETURN ENROLMENT FORM AND DIRECT FORM BY FRIDAY 29TH JANUARY

Please enrol quickly as some places are limited.

For any questions, please contact me on 1300 856 711 or info@academy.org.au.

Kind regards,
Rebecca Domorev
ACA Director



ACA STUDENT ENROLMENT FORM

Date _____ Parent/s / Guardian (if applicable) _____

Address _____ Postcode _____

Home _____ Mobile _____ Email _____

IMPORTANT: Almost all ACA communication is done via email / SMS. It is necessary to check email regularly (weekly) for any updates / lesson changes.

ID# (Office Use Only)	Student Name	Grade / Year	Lesson Type i.e. Piano	Lesson Length	Preferred Teacher	Individual / Shared	Cost / Lesson
TOTAL COST							

LESSON RESCHEDULING / CANCELLATION POLICY

INDIVIDUAL / SHARED: STRICTLY a minimum of 24 hours notice is required to cancel a lesson. Lessons cancelled with less than 24 hours or no notice will be forfeited, REGARDLESS OF CIRCUMSTANCES. Cancelled lessons MUST BE USED before the end of the school term.

ENROLMENT CANCELLATION POLICY

DIRECT DEBIT lessons: where lessons are cancelled early (more than 10 lessons taken), direct debit payments will continue until the cost of all lessons taken (based on bulk rate) is covered. Where lessons are cancelled early (less than 10 lessons taken), direct debit payments will continue until the cost of all lessons taken (based on casual rate, or 20% surcharge per lesson taken if casual rates are NA) is covered. STRICTLY a minimum of 2 weeks notice is required for enrolment cancellation.

CASUAL lessons: any lessons cancelled with a minimum 24 hours notice will either be rescheduled or refunded.

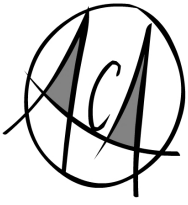
Communication within the ACA is primarily by email and SMS. The ACA cannot be responsible for any communications not received by email or SMS.

Any changes in contact details must be communicated to the ACA immediately.

I have read and accept the above conditions

Signed _____ (parent/guardian/student) Date _____

PLEASE FILL IN THIS FORM AND LEAVE IN THE PIGEON HOLE MARKED "REBECCA DOMOREV" LOCATED NEAR THE MAIN RECEPTION AT KINGSTON CITY CHURCH OR SEND BY MAIL TO ACADEMY OF CREATIVE ARTS 316-322 KINGSTON ROAD, CLARINDA, 3169



IMPORTANT INFORMATION FOR LESSONS

The following items should be brought to lessons (where applicable):

INSTRUMENTAL LESSONS

Instrument / drums sticks, notebook, folder for music, any music books you already have

SINGING LESSONS

Good quality blank cassette, notebook, folder for music, any music books / backing tracks of songs you already have

During the first few weeks, the teacher will recommend any music books necessary for lessons and where they can be purchased.

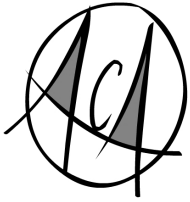
In the case where lessons are to be missed and are in line with the conditions described, contact can be made:

- by email (info@academy.org.au) or
- phone 1300 856 711.

It is the responsibility of all HCC secondary students and older to remember their lessons. HCC primary school students will be collected by their teacher from their classroom for their lessons.

Information for *HCC* students: In some cases, lessons times need to be changed. For lessons *during school*, the ACA will endeavour to do all possible to inform you of this in advance, however very occasionally this is not possible. In this case, the student needs to be aware that the normal lesson time on such occasions will be different. For lessons *after school*, you will be notified of any late changes in lessons by phone.

The ACA does everything in its power to be aware of HCC school excursions etc (as written in HCC school newsletters / on the HCC website) that may conflict with ACA lessons and make appropriate changes in the lesson schedule. Please be aware that ultimately it is the student / parent's responsibility to inform the ACA of any absences in order to reschedule lessons.



ACA 2010 PRICE STRUCTURE

		DIRECT DEBIT		CASUAL***	
		<i>payment for 38 weekly* lessons deducted over 48 weeks, early cancellation possible</i>		<i>pay as you go!</i>	
INDIVIDUAL		<i>Weekly payment</i>	<i>cost / lesson</i>	<i>Upfront payment</i>	<i>cost / lesson</i>
Bass guitar, cello, drums, flute, guitar, piano, singing, viola, violin	20min <i>prep - grade 3 only</i>	\$15.83	\$20.00	\$24.00	\$24.00
	30min	\$22.56	\$28.50	\$34.50	\$34.50
SHARED**		<i>Weekly payment</i>	<i>cost / lesson</i>	<i>Upfront payment</i>	<i>cost / lesson</i>
Bass guitar, cello, drums, flute, guitar, piano, singing, viola, violin	30min	\$15.04	\$19.00	\$23.00	\$23.00

ALL PRICES INCLUDE GST

*during school terms ** price per student, max 2 students, students must enrol together and be of a similar standard ***only available to students talking lessons after 4pm

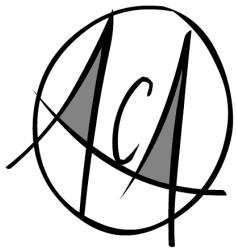
LESSON RESCHEDULING / CANCELLATION POLICY

INDIVIDUAL / SHARED: STRICTLY a minimum of 24 hours notice is required to cancel a lesson. Lessons cancelled with less than 24 hours or no notice will be forfeited, REGARDLESS OF CIRCUMSTANCES. Cancelled BULK lessons MUST BE USED within 10 weeks of lesson commencement (not including school holidays). Cancelled DIRECT DEBIT lessons MUST BE USED before the end of the school term.

ENROLMENT CANCELLATION POLICY

DIRECT DEBIT lessons: where lessons are cancelled early (more than 10 lessons taken), direct debit payments will continue until the cost of all lessons taken (based on bulk rate) is covered. Where lessons are cancelled early (less than 10 lessons taken), direct debit payments will continue until the cost of all lessons taken (based on casual rate, or 20% surcharge per lesson taken if casual rates are NA) is covered. STRICTLY a minimum of 2 weeks notice is required for enrolment cancellation.

CASUAL lessons: any lessons cancelled with a minimum 24 hours notice will either be rescheduled or refunded.



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DIRECT DEBIT REQUEST

Request to establish Debit Authority within the Direct Debit System

Service Agreement

Heatherton Christian College, on account of the Academy of Creative Arts, (the "Debit User") will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.

Heatherton Christian College, on account of the Academy of Creative Arts, will give not less than 14 days written notice to the customer should it propose to vary the arrangements of this Direct Debit Request.

The customer(s) may request Heatherton Christian College, on account of the Academy of Creative Arts, to defer or alter the payment amount specified in the Schedule of this Direct Debit Request. Requests authorising these changes may be made by phoning or written advice to Heatherton Christian College, on account of the Academy of Creative Arts. Customer(s) may change the:

Due Date of Payment

Payment Amount

Frequency of Payment

Customer(s) wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for such changes to be effected.

In compliance with the Industry's Direct Debit Claims Process, Heatherton Christian College, on account of the Academy of Creative Arts, will assist customer(s) disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request. Heatherton Christian College, on account of the Academy of Creative Arts, will endeavour to resolve this matter within the Industry agreed timeframes. Customer(s) may visit any branch of their financial institution and complete a "Direct Debit System Claim Request" form to initiate the process.

Heatherton Christian College, on account of the Academy of Creative Arts, advises that some Financial Institution accounts do not facilitate direct debits and as such the customer(s) must check with their Financial Institution to ensure the account nominated in The Schedule of this Direct Debit Request enables direct debiting.

It is the customer(s) responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of this Direct Debit Request.

Heatherton Christian College, on account of the Academy of Creative Arts, advises the debit drawing will be made on the agreed due date as nominated in The Schedule of this Direct Debit Request. When the due date is a closed business day Heatherton Christian College, on account of the Academy of Creative Arts, will initiate the debit drawing on the next open business date. Customer(s) may direct processing inquiries to their financial institution.

A closed business day is defined as any calendar day on which the customer(s) financial institution is not open for direct debit processing. That is

Weekends

Public Holiday – State

Public Holiday – National

Where an unpaid debit item is returned by the customer(s) financial institution, Heatherton Christian College, on account of the Academy of Creative Arts will, apply an Outward Dishonour Fee to the customer(s) account.

Customer(s) who wish to cancel this Direct Debit Request must notify Heatherton Christian College, on account of the Academy of Creative Arts in writing not less than 14 days before the next scheduled debit drawing. This request may be directed to Heatherton Christian College, on account of the Academy of Creative Arts, or to a customer (s) financial institution.

Heatherton Christian College, on account of the Academy of Creative Arts, requests the customer(s) to direct all inquires, disputes requests for payment changes or cancellation directly to them

Heatherton Christian College, on account of the Academy of Creative Arts, agrees to keep confidential all customer(s) records and account details contained in The Schedule of this Direct Debit Request unless authorised to release such information pursuant to a debit item dispute or similar event where the customer(s) has provided prior consent to do so.