

Guild Fees for Private Lessons Policy

Policy – OP03/2014

Prepared	Reviewed	Approved	Date
Joanne Allen Treasurer	January 2014	The Committee of Management	04/03/2014 moved 04/03/ 2014 adopted
		To be reviewed:	January 2017
Document Owner: Committee of Management		Review Frequency:	3 years
President's Signature: Sarah Ashcroft			

1. The purpose of this policy is

- To establish the circumstances upon which Fees for Private Lessons for Classical, Contemporary, Tap and Jazz Examination/Presentation rehearsal classes, Eisteddfod/competition and Secondary School Release lessons are formulated, finalized and disseminated.

2. Policy Statement

2.1 Following assessment by the teacher it may be required for extra private lessons to prepare students for forthcoming examination / presentation in either Classical, Contemporary, Tap or Jazz syllabus. In this eventuality the following will apply:-

- (a) Fees for Private Lessons for **groups of 3 students or more** will be charged on either "At Cost" or Second/Third Class Term Fee Rate **whichever is the lesser** basis for each individual dance genre, with invoicing finalised after teacher is satisfied no further classes are required. One invoice generated (Payable within fourteen (14) Days).
- (b) The maximum number of classes a student participating in **groups of 3 or more** can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
 - If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.
- (a) For those students undertaking **solo or duo private lesson**, the "At Cost" rate will need to be met in this circumstance. . An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.
- (d) A signed consent form (Appendix 1) will acknowledge agreement that:-
 - Fees will be at an "At Cost" as detailed in 2.1(b), 2.1 (c) and 2.4
 - **No Credits** will be given for unattended lessons.

- 2.2 The Guild will administer the business side of the Eisteddfod/Competition fees for Private Lessons. Students shall make arrangements for dance items to be choreographed individually with the preferred teacher.

The teacher shall timetable rehearsals outside the teacher's regular timetable.

- (b) Fees for Private Lessons **for groups of 3 students or more** will be charged on either "At Cost" or Second/Third Class Term Fee Rate **whichever is the lesser** basis for each individual dance genre, with invoicing finalised following the programming of the set lessons.
 - An invoice will be generated each week (Trading Terms will be seven (7) days).
 - If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.
- (c) The maximum number of classes a student participating **in groups of 3 or more** can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
 - If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.
- (d) For those students undertaking **solo or duo private lesson**, the "At Cost" rate will need to be met in this circumstance. An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.
 - Payment to be received on the day of the lesson and placed in the envelope provided.
 - If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.
- (e) In addition to the charges describe in 2.2 (a) , (b) and (c) a Flat charge for a **Performance Levy** per student. The Performance Levy will cover additional costs as Researching music and costumes together with the availability of the teacher at the Mildura Eisteddfod. It is estimated that the Performance Levy will be approximately **\$20.00** per student.
- (f) If the teacher does intend to take students to Eisteddfod/competitions outside Mildura, individual rates will be need to be negotiated between the students and teachers, prior to attending such an event. Students and/or parents may decide to attend an outlying Eisteddfod/competition without the teacher.
- (g) A signed consent form (Appendix 2) will acknowledge agreement that:-
 - Fees will be at an "At Cost" as detailed in 2.2 (a), 2.2 (b), 2.2 (c) and 2.4

- Performance Levy will be charged in addition to the “At Cost” Fees.
- **No Credits** will be given for unattended lessons.

- 2.3 Fees for Private Lesson for Secondary School Release – Individual timetable will be worked out on the supply of the Secondary School Release times. The teacher shall provide the Treasurer/Administration the hours to be invoiced each week.
- (a) Fees for Private Lesson for Secondary School Release will be on a “At Cost” Basis, as outlined in 2.4 below,
 - (b) It may be requested that these fees be paid on a weekly basis. Taking into consideration that this arrangement could equate to a substantial sum, thus the Guild’s Trading Terms will be seven (7) days. If Trading Terms are not met the Private Lesson for Secondary School Release will be suspended for the individual student until the outstanding debt is paid in full.
 - (c) A signed agreement to the terms outlined in point 2.3 (b) will be required.
 - (d) The signed consent form (Appendix 3) will acknowledge that **No Credits** will be given for unattended lessons. In the event the teacher cancels the class there will be no cost for the class.

2.4 ‘At Cost’ shall mean:-

Number of students attending Private Lesson divided by the ‘At Cost’ Rate.

Private Lesson invoices shall be charged ‘At Cost’ Rate on the following basis; For example

- Four (4) students sharing the Private Lesson = 25% charged ‘At Cost’ Rate
- ten (10) students sharing the Private Lesson = 10% charged ‘At Cost’ Rate
- In the event that the Private Lesson is for a single individual the invoice would be for 100% of the ‘At Cost’ Rate.

No Credits shall be given for an unattended lesson, if it is agreed that (x) number of students are to share the private lesson (as detailed in 2.1 (d) , 2.2 (g) and 2.3 (d)).

The purpose of this policy is:

- To ensure that Committee members, teachers, administration staff and members have a clear and concise understanding of the policy;
- To ensure that all matters discussed are open and transparent and supported by facts, data and are in line with current Guild policies and procedures;
- To ensure the members are kept abreast of updated changes to the policy within the current year’s Handbook;
- To minimise the risk of making un-informed decisions;
- To increase the effectiveness and efficiency of the Guild’s Management and Business operations.
- To satisfy that the Guild meets its obligations in relation to Worksafe regulations and ensure the teachers are covered during all teaching hours.

2 Principles

To verify with class teacher the numbers of students who will require additional private lessons in preparation for Classical, Contemporary, Tap and Jazz examinations/presentations.

- Notify the member that extra lessons will be required for forthcoming examination/presentation. These additional fees will be calculated upon signed consent from the member/guardian on an “At Cost” basis (as detailed in 2.1 (a & b) and 2.3 (a & b) above).

To verify with class teacher the numbers of students who will require additional private lessons in preparation for Classical, Contemporary, Tap and Jazz Eisteddfod/Competitions.

- Notify the member that extra lessons will be required for forthcoming Eisteddfod/competition. These additional fees will be calculated upon signed consent from the member/guardian on an “At Cost” basis (as detailed in 2.2 (a & b) and 2.3 (a & b) above).
- Only those students participating in additional Private Lessons will be invoiced accordingly.

3 Who is responsible for implementing this policy?

The teacher shall provide the nominated committee member a list of students who will be participating in a private lesson for either Examination/presentation of Eisteddfod/competition.

- Consent forms will be provided by the Administration Officer to each member/guardian requesting written consent.
- Calculation of the Fees for Private Lessons is the responsibility of the nominated committee member and the Administration Officer;
- Preparation of the Fees for Private Lessons Invoices will be in line with the above principles will be the responsibility of the Treasurer;
- Delivery of the invoices generated to nominated postal address of the member will be the responsibility of the Administration Officer.

4 Definitions

<i>Private Lesson</i>	An additional lesson with a Guild Teacher where a student is provided with individual tuition for the purpose of examinations, presentations or Eisteddfod/Competition. This may be a one on one tuition lesson or a tuition lesson in a small group (for example an examination group) but does not include additional class lessons where the whole class has been invited to attend.
<i>Additional Fees</i>	Means the business papers prepared for an Official Mildura Ballet & Dance Guild Inc. invoice.
<i>The Guild</i>	The Committee of Management of The Guild.
<i>Members</i>	Students, Parents and Carers, Staff of The Guild

5 Legislation and other references

5.2 Legislation

- Associations Incorporations Reform Act 2012

5.3 Documents

This Policy is implemented in conjunction with the following documents:

- Committee Report – Fees for Private Lessons report

5.4 Risk Assessment

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management		Financial Sustainability	✓
Committees	✓	Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Management & Operations	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓

REVISION CONTROL

REV	DATE	REVISION DESCRIPTION	ORIG	Committee for Review	Adopted
DRAFT	01/09/2010	Draft for review	JHA	7/10/2010	5/10/2010
Rev 1	5/10/2010	Implementation of OP03-2010	JHA		
Rev 2	3/09/2013	Revision of OP03-2010	JHA	30/09/13	08/10/13
Rev 3	08/10/13	Implementation of OP03-2013	JHA		
Rev 4	26/01/13	Revision 1, 2, 3 & 4 of OP03-2014	JHA	26/01/14	04/03/14
Rev 5	04/03/14	Implementation of OP03-2014			
Rev 6					
Rev 7					
Rev 8					
Rev 9					

Private Lesson - Examinations
Acknowledgement and Consent Form for _____
(insert Student Name)

I, _____ acknowledge the Terms and Conditions below, taken from
(insert Parent/Guardian Name)
an excerpt of the Mildura Ballet & Dance Guild’s “Fees for Private Lessons Policy OP03-2014”.

Excerpt

The Guild will administer the business side of the Eisteddfod/Competition fees for Private Lessons.

2.1 Following assessment by the teacher it may be required for extra private lessons to prepare students for forthcoming examination / presentation in either Classical, Contemporary, Tap or Jazz syllabus. In this eventuality the following will apply:-

- (c) Fees for Private Lessons for **groups of 3 students or more** will be charged on either “At Cost” or Second/Third Class Term Fee Rate **whichever is the lesser** basis for each individual dance genre, with invoicing finalised after teacher is satisfied no further classes are required. One invoice generated (Payable within fourteen (14) Days).
- (d) The maximum number of classes a student participating in **groups of 3 or more** can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
 - o If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - o If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.
- (h) For those students undertaking **solo or duo private lesson**, the “At Cost “ rate will need to be met in this circumstance. An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.
- (d) A signed consent form (Appendix 1) will acknowledge agreement that:-
 - o Fees will be at an “At Cost” as detailed in 2.1(b), 2.1 (c) and 2.4
 - o **No Credits** will be given for unattended lessons.

Students shall make arrangements for dance items to be choreographed individually with the preferred teacher.

2.3 ‘At Cost’ shall mean:-

Number of students attending Private Lesson divided by the ‘At Cost’ Rate.

Private Lesson invoices shall be charged ‘At Cost’ Rate on the following basis; for example:

- Four (4) students sharing the Private Lesson = 25% charged ‘At Cost’ Rate
- Ten (10) students sharing the Private Lesson = 10% charged ‘At Cost’ Rate
- In the event that the Private Lesson is for a single individual the invoice would be for 100% of the ‘At Cost’ Rate.

No Credits shall be given for an unattended private lesson, if it is agreed that (x) number of students are to share the private lesson (as detailed in 2.1 (d), 2.2 (g) and 2.3 (d)).

The 20xx “At Cost” Rate is \$xx.xx per Hour inclusive of GST

(insert Date) (insert Amount)

Signed _____ Date _____
(insert Parent/Guardian Signature)

Signed _____ Date _____
(insert Treasurer Signature)

Appendix 2

**Private Lesson - Eisteddfod
Acknowledgement and Consent Form for _____**

(insert Student Name)

I, _____ acknowledge the Terms and Conditions below, taken from an excerpt of the
(insert Parent/Guardian Name)
Mildura Ballet & Dance Guild's "Fees for Private Lessons Policy OP03-2014".

Excerpt

2.5 The Guild will administer the business side of the Eisteddfod/Competition fees for Private Lessons. Students shall make arrangements for dance items to be choreographed individually with the preferred teacher.

The teacher shall timetable rehearsals outside the teacher's regular timetable.

- (i) Fees for Private Lessons for **groups of 3 students or more** will be charged on either "At Cost" or Second/Third Class Term Fee Rate **whichever is the lesser** basis for each individual dance genre, with invoicing finalised following the programming of the set lessons.
 - o An invoice will be generated each week (Trading Terms will be seven (7) days).
 - o If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.
- (j) The maximum number of classes a student participating in **groups of 3 or more** can be invoiced for will be ten (10), which is equivalent to the Second/Third Class Term Fee, depending on the enrolment classes.
 - o If the student only participates in one (1) class per dance genre the fees will be charged at 2nd Class Rate per dance genre.
 - o If the student participates in two or more classes per dance genre, then the Third Class Term Fee Rate will apply.
- (k) For those students undertaking **solo or duo private lesson**, the "At Cost " rate will need to be met in this circumstance. An estimate of the number of lessons will be advised to the parent/student prior to commitment. The teacher will keep the parent/student advised on any additional lessons that maybe required beyond the estimate.
 - o Payment to be received on the day of the lesson and placed in the envelope provided.
 - o If Trading Terms are not met the Private Lesson for Eisteddfod/competition will be suspended for the individual student until the outstanding debt is paid in full.
- (l) In addition to the charges describe in 2.2 (a) , (b) and (c) a Flat charge for a **Performance Levy** per student. The Performance Levy will cover additional costs such as Researching music and costumes together with the availability of the teacher at the Mildura Eisteddfod. It is estimated that the Performance Levy will be approximately **\$20.00** per student.
- (m) If the teacher does intend to take students to Eisteddfod/competitions outside Mildura, individual rates will be need to be negotiated between the students and teachers, prior to attending such an event. Students and/or parents may decide to attend an outlying Eisteddfod/competition without the teacher.
- (n) A signed consent form will acknowledge agreement that:-
 - o Fees will be at an "At Cost" as detailed in 2.2 (a), 2.2 (b), 2.2 (c) and 2.4
 - o Performance Levy will be charged in addition to the "At Cost" Fees.
 - o **No Credits** will be given for unattended lessons.

2.4 'At Cost' shall mean:-

Number of students attending Private Lesson divided by the 'At Cost' Rate.

Private Lesson invoices shall be charged 'At Cost' Rate on the following basis; for example:

- Four (4) students sharing the Private Lesson = 25% charged 'At Cost' Rate (**\$xx.xx**)
- Ten (10) students sharing the Private Lesson = 10% charged 'At Cost' Rate (**\$xx.xx**)
- In the event that the Private Lesson is for a single individual the invoice would be for 100% of the 'At Cost' Rate.

No Credits shall be given for an unattended private lesson, if it is agreed that (x) number of students are to share the private lesson (as detailed in 2.1 (d), 2.2 (g) and 2.3 (d)).

The 20xx "At Cost" Rate is \$xx.xx per Hour inclusive of GST

(insert Date) (insert Amount)

Signed _____ Date _____
(insert Parent/Guardian Signature)

Signed _____ Date _____
(insert Treasurer Signature)

Private Lesson - Secondary School Release
Acknowledgement and Consent Form for _____
(insert Student Name)

I, _____ acknowledge the Terms and Conditions
(insert Parent/Guardian Name)

below, taken from an excerpt of the Mildura Ballet & Dance Guild’s “Fees for Private Lessons Policy OP03-2014”.

Excerpt

2.5 “Fees for Private Lesson for Secondary School Release – Individual timetable will be worked out on the supply of the Secondary School Release times. The teacher shall provide the Treasurer/Administration the hours to be invoiced each week.

- (e) Fees for Private Lesson for Secondary School Release will be on a “At Cost” Basis, as outlined in 2.4 below,
- (f) It may be requested that these fees be paid on a weekly basis. Taking into consideration that this arrangement could equate to a substantial sum, thus the Guild’s Trading Terms will be seven (7) days. If Trading Terms are not met the Private Lesson for Secondary School Release will be suspended for the individual student until the outstanding debt is paid in full.
- (g) A signed agreement to the terms outlined in point 2.3 (b) will be required.
- (h) The signed consent form will acknowledge that **No Credits** will be given for unattended lessons. In the event the teacher cancels the class there will be no cost for the class.

2.6 ‘At Cost’ shall mean:-

Number of students attending Private Lesson divided by the ‘At Cost’ Rate.

Private Lesson invoices shall be charged ‘At Cost’ Rate on the following basis; for example:

- Four (4) students sharing the Private Lesson = 25% charged ‘At Cost’ Rate
- Ten (10) students sharing the Private Lesson = 10% charged ‘At Cost’ Rate
- In the event that the Private Lesson is for a single individual the invoice would be for 100% of the ‘At Cost’ Rate.

No Credits shall be given, if it is agreed that (x) number of students are to share the private lesson (as detailed in 2.1 (d), 2.2 (g) and 2.3 (d)).

The 20xx “At Cost” Rate is \$xx.xx per Hour inclusive of GST

(insert Date) (insert Amount)

Signed _____ Date _____
(insert Parent/Guardian Signature)

Signed _____ Date _____
(insert Treasurer Signature)