



## CADMA Enrolment Form 2022

### Student Details

Student Name ..... Date of Birth DD / MM / YYYY  
 Contact Email .....  
 Home Address .....  
 .....  
 School (if applicable) ..... School Year (if applicable) .....

### Parent / Caregiver Details (if applicable)

Parent / Caregiver 1 ..... Phone Number .....  
 Email ..... Mobile Number .....  
 Parent / Caregiver 2 ..... Phone Number .....  
 Email ..... Mobile Number .....

### Media Consent Form

I grant permission for CADMA to use photography/videos for publicity purposes (eg local newspaper article, CADMA website, Facebook, YouTube, etc). This may also be cleared with students/caregivers on an individual case basis.

Student Name ..... Student / Parent or Caregiver **Signature** .....

### Medical Notice

Do you or your child have any medical conditions which may require treatment or special attention? Please also let us know if a student has any special learning needs, so that teachers can adjust lessons to best suit their needs.

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### Instrument Hire

Will you require a hired instrument? CADMA has a limited range of instruments, including violins, violas, cellos, guitars, keyboards, clarineau (plastic clarinet for beginners) and p-bones (plastic trombones for beginners) available for hire.

Yes (costs start at \$10 per month)

No

I have **read and agree to the Terms and Conditions** as stated on Page 2 of this document.

Name ..... Signature ..... Date  
 DD/MM/YYYY



## CADMA Tuition Terms 2022

- Enrolment for lessons/classes is for the 2022 calendar year. This commitment may be terminated by either party with four weeks' notice.
- Fees are invoiced by the term. Payment for a term is due on or before the first lesson of each term, unless prior arrangements have been made with CADMA administration. Flexible payment options are available, provided the next tuition session remains paid in advance. Payments are to be made to CADMA administration, and not to individual teachers.
- Student behaviour must be acceptable at all times. Serious misbehaviour which affects running of lessons/classes may lead to immediate termination of enrolment.
- Notice is to be given in advance if a student is going to be absent - including from group classes, so that teachers can adapt their class plan in advance to account for an absence. For planned absences (eg school excursions, family holidays, etc) at least a week's notice is to be given. For unplanned absences (eg illness) CADMA administration (0448 131 248) is to be contacted by 7am on the day of the lesson. For prolonged absences (eg serious illness), refunds or credits can be negotiated with CADMA administration on an individual basis.
- Makeup lessons may be scheduled (for private and partner lessons that have been cancelled with notification) where possible, up to a maximum of two per school term (barring special circumstances or arrangements ahead of time). Makeup lessons cannot be organised for group lessons or classes. If no makeup times can be arranged to suit your schedule for lessons you have given notice for, these lessons will be credited to your account. If a teacher must cancel a lesson and no substitute or makeup time is available, this lesson will be credited regardless of limits.
- Private or partner lessons at venues other than a CADMA teacher's home studio which are cancelled by students with advance notice cannot be credited in full. A portion of the fee for such lessons must still be charged to cover venue hire costs, and any makeup lessons organised for these may take place at another venue.
- Students are to be provided with necessary requirements for practice, lessons and performances. Students will be advised by CADMA of minimum requirements for their level. Music students will usually be required to purchase sheet music eg tutor book, and instrument equipment eg reeds, spare strings etc. Drama/music theatre students will need a display folder and other equipment as advised.
- Enquiries are to be directed to CADMA administration, not to individual teachers.
- CADMA holds full public liability insurance, and in case of a medical emergency on site can provide basic first aid or call an ambulance to attend you or your child.
- Practice is an essential component of music/drama programs. Individual teachers will advise on home practice expectations appropriate to a student's experience level, but all students are expected to remain engaged with their musical studies both at lessons and at home.
- It is important that students attend all rehearsals and performances to which they have committed. To maximise advancement, students are expected to participate in at least 2 performances per year or to complete their 'challenge chart'. CADMA students are encouraged to enter into AMEB or Trinity College examinations at least every second year of study - the higher levels of these exams may also provide QCE credits.
- Please inform your teacher of any upcoming performances so that they can make sure you are prepared and supported.
- You must inform CADMA if you are having additional lessons with a different teacher. This includes group sessions/masterclasses/etc.
- You may be assigned a substitute teacher if your regular teacher is unable to attend a scheduled lesson. This is to ensure continuity of learning.
- Please ensure that all students and parents follow COVID-safe protocols for the duration of the COVID-19 public health crisis in accordance with all relevant government regulations and encouragements. Everyone entering a lesson venue must wash hands or sanitise upon entry, and follow any current Queensland Health guidelines on social distancing. Please note that during this period, individual and group lessons may finish up to 5 or 10 minutes early (depending on venue circumstances) to allow an interruption for the cleaning of surfaces between students in accordance with current best practice guidelines.



## Enrolment for tuition

Fill in this section if you are enrolling for any private individual, partner, or small-group lessons.  
If you are enrolling in a set class, any irrelevant sections can be left blank.

### Form of tuition

Individual Lesson, Partner Lesson, Small Group Lesson, or Classes

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### Title of lesson

Specify the field of your requested tuition (eg. Drama, Public Speaking, Violin, Musical Theory, Voice, Guitar, etc)

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### Preferred Teacher

If you have any preference for a specific CADMA teacher, please let us know on the line below.

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### Preferred Venue

Please specify discussed location/home visit

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### Preferred Days & Times

If you have any preference for specific days and specific timeslots for your lessons, please list (in order of preference)  
at least 3 possible times. Remember that weekends may also be an option.

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### Unavailable Days

If there are any days or times that you are certain you would **\*not\*** be available for lessons, please list below.

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