

Newsletter

Term 4, 2016

Dear Parents and Students

Welcome to the final Newsletter for 2016. I hope everyone takes the time to read the Newsletter as it acts as a vital link between the Academy and all our students and families. An essential feature is that we update students about Academy closures and highlight aspects of enrolment that are important to the maintenance of ongoing lessons. Please remember that it is your responsibility to be aware of the Terms and Conditions of enrolment, and if there is any aspect that you may be unclear about, please feel free to discuss it with the Academy staff.

As Term 4 is generally a long and demanding term, I'm sure many of our students will appreciate the short break offered by the Melbourne Cup holiday weekend that falls in the middle of the term. The MLC Music Academy will be closed from Saturday, 29 October 2016 through to and including Tuesday, 1 November 2016 for the holiday weekend. There will be no lessons during this closure.

During Term 4, please ensure you let us know of any changes you may be contemplating for Term 1, 2017 as we require notice by the middle of Term 4 to fulfil the requirements of the Terms and Conditions. This includes and covers everything from changing the length of lessons to discontinuing from your lessons. If you require any assistance with these matters please speak to the Academy administration staff to guide you. Please follow this up as early as possible to avoid any misunderstandings. It is very important that you advise the Music Academy staff of any changes, travel plans during term or anything that can impact your attendance at lessons. Whilst it is courteous to advise your instructor, and we encourage you to let them know, it is ultimately important to let the Academy Office know your plans. As you are aware, we cannot offer make-ups for lessons if you cannot attend during term. Lesson make-ups are offered by instructors only if they are absent for your lesson. Under these circumstances, make-ups are done at the end of the term by the instructor who needs to provide the lesson. Please remember that you are expected to be available at the end of the term for any make-ups that you may be owed.

We take this opportunity to advise all our students that there will be an increase in the tuition fees in 2017. The increase will apply from the beginning of Term 1, 2017. We will be notifying all students during Term 4, to advise the amount of the increase. We have endeavoured to keep the increase to a minimum so that we can continue to provide a professional and tailored tuition program for all our students.

Please keep in mind that you are able to access Academy information such as Lesson Dates Calendars, Suzuki Group Class lesson flyers or contact information, via our website at musicacademy.mlc.vic.edu.au. There is a direct link to our online Credit Card Payment System as well, along with enrolment information for new enquires. We hope this continues to be an important and useful resource for all our students and families.

At the beginning of Term 4 for the first 4 weeks of term, there will be an increase particularly on weekends, in the number of students attending the College. MLC hosts various VCAA examinations during this time, so Saturday students are asked to give themselves sufficient time to arrive for their lessons. Available parking spaces may also be reduced so again it is wise to ensure you make appropriate plans to compensate for the increase in patronage.

Term 4, 2016 starts on Monday, 3 October 2016

For students attending the Suzuki Violin Group Classes, please be aware that the first two sessions will be held on the fourth floor of the Music Department in room 4.06. You will need to take the elevator to reach this teaching room. We would remind students that examinations will be occurring during this time, so your assistance with being as quiet as possible would be much appreciated.

If you are driving into the College during this particularly busy period, it will be absolutely necessary that you follow all instructions provided by traffic wardens who will be posted on the College grounds to direct the high volume of traffic expected. Everyone's cooperation will be necessary to ensure that all the programs run smoothly during this time.

We would like to remind all students and parents that payment of enrolment fees **MUST** be made before attending lessons. The Music Academy Office will open for two days during the break on Thursday, 22 September and Friday, 23 September 2016 between 12.30 pm and 6 pm so you will be able to make a payment in person during that time.

Please remember that if you choose to pay your tuition account with a credit card, that all credit card payments can only be made online at www.mlc.vic.edu.au/onlinepayments (Please note that the Academy is not able to accept payment via Direct Bank Deposit.) If you do not have internet facilities at home to effect credit card payments, we have a computer in the Academy office used solely for this purpose. You are very welcome to use this to make payment during Academy hours. We will be pleased to assist you if you require any assistance. If you require any further assistance in relation to these or any other Academy matter, please contact the Music Academy office on 9274 8136.

We wish everyone the very best for the holidays and look forward to seeing you all in Term 4.

Best Wishes

Neville Shade, Robert Bennett, Sam Giorlando and Peter Ogradnik.

MLC Music Academy Operating Hours

Monday – Thursday	1 pm – 8 pm
Friday	12 pm – 7 pm
Saturday	8:15 am – 4 pm

MLC Music Academy
207 Barkers Road
Kew Vic 3101

Phone: 9274 8136

Fax: 9274 8163

Email: musicacademy@mlc.vic.edu.au

Website: musicacademy.mlc.vic.edu.au

Credit Card payments: mlc.vic.edu.au/onlinepayments (Surcharge applies)

IMPORTANT DATES

Term 4, 2016 Commences:	Monday, 3 October 2016
Melbourne Cup Holiday Weekend	Saturday, 29 October 2016 (MLC Music Academy closed)
Melbourne Cup Holiday Weekend	Monday, 31 October 2016 (MLC Music Academy closed)
Melbourne Cup Holiday Weekend	Tuesday, 1 November 2016 (MLC Music Academy closed)
Term 4, 2016 Concludes:	Saturday, 17 December 2016
Term 1, 2017 Commences:	Monday, 6 February 2017

Please note:

You are advised to check your term commencement date with your instructor prior to the end of each term.

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INSPIRING THE LEADER WITHIN

Information Session
Tuesday, 11 October

Twilight Tour
Tuesday, 8 November

Book online at
mlc.vic.edu.au/visitus