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## TERMS & CONDITIONS OF ENROLMENT 2019

Please retain this for your records

### ENROLMENT

Enrolment is an agreement to engage in the services offered by the Gunnedah Conservatorium and applies to everyone participating in these services. The Enrolment Form becomes valid once fully completed, signed and received by the office. No person may engage in any Music education or activities offered by the Conservatorium without a completed Enrolment Form.

### TERM DATES

The Conservatorium adheres to the term dates set by the NSW Department of Education for the NSW State Schools.

For 2019 these are:

- Term 1** Wednesday, 30 January to Saturday 13 April (11 Weeks)
- Term 2** Monday, 29 April to Saturday, 6 July (10 weeks)
- Term 3** Monday, 22 July to Saturday, 28 September (10 weeks)
- Term 4** Monday, 14 October to Saturday, 21 December (10 weeks)

### FEES

Invoices for existing students will be issued at the start of each term and payment is due within 7 days of the commencement of the term. Invoices for new students will be issued when the student commences lesson and payment is due within 7 days of issue.

If a debt is overdue by 48 days, a \$50 late fee will be charged to the account and will be collected along with outstanding fees. If an account cannot be paid in full within the term, a payment plan may be implemented upon agreement with the Director. Once a payment plan has been agreed to, late fees will not be added. However, if the payment plan is not adhered to, the agreement will

be cancelled, and full debt recovery procedures will be instigated.

Should an account not be settled by the end of term the student will not be permitted to engage in any Music Education or activities until the debt is paid or a student payment plan is implemented.

Tuition Fees must not be handed to the teacher.

Accounts may be paid by:

1. Cash or cheque in person at the office.
2. Cheque through post (PO BOX 121, Gunnedah)
3. Direct deposit  
BSB: 082 628 Account No 66 994 6543.
4. Using the PAY NOW option generated by your Invoice (payment through MYOB PayDirect or BPAY)

Please ensure that you include either the student's name or the invoice number as the reference. Fees for 2019 are listed below.

An administration fee of \$10 per term (individual) / \$15 per term (family) is payable by all students.

An annual financial year membership fee of \$2 is payable and is invoiced on commencement and with Term 3 fees.

Shared lessons are billed for the term and no refund will be given if a student withdraws prior to the end of term.

### INDIVIDUAL LESSON FEES

Fees for individual lessons are as follows:

Individual 15-minute lesson	\$15.00
Individual 20-minute lesson	\$20.00
Individual 30-minute lesson	\$30.00
Individual 45-minute lesson	\$45.00
Individual 60-minute lesson	\$60.00
Shared 30-minute lesson (per student)	\$17.50

## GROUP & ENSEMBLE FEES

Fees for groups and ensembles are term fees regardless of the number of weeks in the term, and are as follows:

Early Childhood Music  
*Toddler (6m – 2 yrs)* **\$110**

*Preschool (3 – 5 yrs)* **\$128**

*Poco a Poco (Stage 1, School)* **\$90**

Group programs

*Musical Performance Group, Instrumental Ensembles*  
*45 minutes* **\$75**

*1 hour* **\$100**  
*(subsidy for students also enrolled in individual lessons)* **\$75**

*Musicianship* **\$100**

*Adult Choir* **\$50**

## LESSONS

No refunds are given if a student misses a lesson, **including absences due to school excursions**. Please notify the Conservatorium office (not the teacher) if you are unable to attend a scheduled lessons or rehearsal.

Lessons missed because of teacher absence will be made up by the teacher within the current term or credited to the student's account. There is no obligation to make up lessons missed by the student.

If lessons take place on the school premises and the school gives two weeks advanced notice of a variation to the school routine, the student's account will be credited.

The Conservatorium reserves the right to decline enrolment or cancel any Music Education or activities at any time.

## WITHDRAWAL FROM LESSONS

**Once lessons have commenced for a term, four weeks notice to withdraw from a lesson or ensemble must be made to the office** by telephone, letter or email. Special consideration of withdrawal in the case of unforeseen circumstances can be negotiated with the director. Such events may include long-term illness, relocation or unexpected financial circumstances.

If a student withdraws from lessons automatic refunds will apply for amounts over \$50. Credit balances for less than \$50 will be refunded by request.

## COPYRIGHT

Students are expected to purchase their own music books as needed, as Conservatorium staff will not contravene the *Copyright Act 1968*.

## CHILD PROTECTION

All teacher and administration staff have completed a NSW Working with Children Check as per the requirements of the NSW Office of the Children's Guardian. All Staff also complete annual Child Protection Awareness Training.

## SUPERVISION

The Conservatorium and its teaching staff are not responsible for the supervision of students outside of scheduled lesson and rehearsal times. It is the responsibility of parents/ guardians to deliver and collect a student under the age of 18 years for appointed lessons and rehearsal, and to ensure that the child behaves appropriately while at the Conservatorium.

## SCHOLARSHIPS AND BURSARIES

The Conservatorium offers competitive non-means-tested scholarships each year. The scholarships are open to current students of the Conservatorium. Scholarship auditions are held towards the end of Term 3 or early Term 4. Scholarship dates and conditions will be publicised in Term 1 2019.

Scholarships are for students demonstrating a high level of proficiency in their chosen area of study as well as strong performance experience. Students applying for scholarships must also be working towards AMEB Musicianship Grade 2 and may be required to sit a written test as part of the scholarship process.

A bursary program assists financially disadvantaged students. The aim of the bursary is to assist families and students experiencing financial and / or other hardships to enable them to continue or commence lessons. A bursary may be offered in the form of a percentage discount, depending on the financial, compassionate or other circumstances of applicants.

Application forms may be obtained from the Conservatorium office.

Please contact the Conservatorium for more information.

## INSTRUMENT HIRE

The Conservatorium has a limited number of instruments to hire to students enrolled at the Conservatorium. These include brass, string and woodwind instruments.

Please contact the office for further information.