

## **Terms and Conditions of Enrolment in CENTRAL COAST CONSERVATORIUM Schools 2015**

**ENROLMENT:** Enrolment is an agreement to participate in the services offered by Central Coast Conservatorium (CCC) at a **particular time each week**, during the school term. An enrolment becomes valid and lessons can commence when the student has registered with the School Administration and as such has agreed to attend all practice sessions and tutorials as notified by the School.

The enrolment remains active until the end of Term 4, subject to the student's account being kept in order. Term fees are due for payment in Week 2 of each term and parents of students will be reminded via the CCC Schools App.

Students facing financial difficulty who are unable to pay term fees in full by Week 2, may request a Payment Plan from the administration office of Central Coast Conservatorium. This arrangement will not exclude them from rehearsals/tutorials unless the Payment Plan is not adhered to.

**MISSED LESSONS:** It is expected that students enrolled in the program will commit to attending all rehearsals. The number of rehearsals will be dependent on the school's calendar of events. Any rehearsals missed by CCC teachers will be "made up" where possible. CCC cannot be held responsible for rehearsals that are cancelled and where circumstances are beyond our control. If students miss lessons, CCC is under no obligation to provide a "make up" lesson.

**REFUNDS:** CCC will not issue any refunds once a child has enrolled in the program. In exceptional circumstances (eg. serious illness), a request for refund can be made in writing to CCC.

**WITHDRAWAL:** Notification of intention to withdraw must be made by at least Week 1 of each term to avoid being charged the term fee. If no notice is given, CCC will assume that you are continuing in the Schools Program. Where notices are received after Week 1 of term, the full term's fees are due and payable.

**PAYMENT NOT ACCEPTED:** If we are unable to take payment from your nominated account, you will be contacted to confirm that your child is continuing in the Schools Program. If at that time you cannot bring your account into order or make arrangements for payment, your child will no longer be eligible to continue in the program.

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