

CENTRAL COAST CONSERVATORIUM INC. APPLICATION FOR ENROLMENT FORM 2016

Received by:

Date:

Personal Details – Student

Please complete ALL details (write n/a if not applicable)

Paid:

Surname:		Given Name:	Date of Birth: / /
			Age:
Address:		Suburb:	Post Code:
Email:		Mobile:	Phone:
Aboriginal or Torres Strait Islander Origin?		Main language spoken at home	
Yes – Aboriginal or Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/>		English <input type="checkbox"/> Other <input type="checkbox"/>	
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Current School:		School Year:
<input type="checkbox"/> Public School <input type="checkbox"/> Primary School – Private <input type="checkbox"/> Home School <input type="checkbox"/> High School – Public <input type="checkbox"/> High School - Private			

Medical Conditions/Allergies/Behavioural Issues?

Publicity

The Conservatorium may use images from events in our publicity and promotional material. Please tick this box if you DO NOT want you/your child's photo to be used for this purpose.

PARENT/GUARDIAN DETAILS

Please complete as many details as possible, as this assists staff in being able to contact parents/guardians if needed.

Parent / Guardian Details – Please Tick if this is the MAIN CONTACT for billing / emergency

Relationship to Student: Mother Father Guardian Other

Surname:	Given Name:	Phone:
Address: (IF DIFFERENT FROM STUDENT)	Mobile:	
Occupation (Optional):	Email:	

Postal Address (if different to above):

Address:

By completing and returning this Application for Enrolment Form, you are agreeing to the Terms and Conditions of Enrolment with the Central Coast Conservatorium Inc. A full copy of the Terms and Conditions is attached, or can be found on our website at www.centralcoastconservatorium.com.au. **All applications must be signed to finalise your enrolment.**

IMPORTANT: Your signature here, if associated with one-to-one tuition and subject to payment of the tuition fee, **entitles you** as a **one-to-one** student (or parent/guardian of a student under 18 years) to membership of the incorporated Association under its constitution. The Association is the legal entity governing the management of Central Coast Conservatorium and all matters concerning the way it is run. **If you DO NOT want to be a member of the Association**, indicate here

Signature of Student
or Parent/Guardian (if under 18 years of age)

Date: / /

CENTRAL COAST CONSERVATORIUM INC. APPLICATION FOR ENROLMENT FORM 2016

I wish to enrol in the following programs (please tick) Enrolment Date:

1. Children's Music Program (CMP)

CLASS	2016 FEES PER TERM	TOTAL
<input type="checkbox"/> 0-2 Baby Class	@\$85.00	\$
<input type="checkbox"/> 2 Years Old <input type="checkbox"/> 3 Years Old <input type="checkbox"/> 4 Years Old <input type="checkbox"/> Enrichment <input type="checkbox"/> Level 1	@\$127.00	\$
<input type="checkbox"/> Level 2	@\$165.00	\$
<input type="checkbox"/> Level 3 <input type="checkbox"/> Intro to Music (Advanced Course)	@\$192.00	\$
<input type="checkbox"/> Level 4 Preliminary Instrumental – includes 45" Preliminary Musicianship class	@\$415.00	\$

2. One-to-One Tuition

LESSON LENGTH	INSTRUMENT 1	INSTRUMENT 2	FREQUENCY	TERM FEES IF F/NIGHTLY	TERM FEES IF WEEKLY	TOTAL
<input type="checkbox"/> ¼ Hour			f/night <input type="checkbox"/> Wk <input type="checkbox"/>	@\$107.50	@\$215.00	\$
<input type="checkbox"/> ½ Hour			f/night <input type="checkbox"/> Wk <input type="checkbox"/>	@\$207.50	@ \$415.00	\$
<input type="checkbox"/> ¾ Hour			f/night <input type="checkbox"/> Wk <input type="checkbox"/>	@\$307.50	@ \$615.00	\$
<input type="checkbox"/> 1 Hour			f/night <input type="checkbox"/> Wk <input type="checkbox"/>	@\$407.50	@ \$815.00	\$
Teacher if known						

3. Instrument Hire

		TERM FEES	TOTAL
CMP: Violin @ \$31.50/Term <input type="checkbox"/> Cello @ \$41.50/Term <input type="checkbox"/>			\$
Other (Instrument Details):	Violin Hire \$71.50 All Other Instruments \$91.50 Note: Specially Valued Instruments are individually assessed P.O.A.		\$

4. Musicianship (Theory)

Musicianship Classes are group lessons – one hour per week and will be run only if there are sufficient numbers enrolled.	TERM FEES	TOTAL
Musicianship Preliminary <input type="checkbox"/> Grade 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Advanced Composition <input type="checkbox"/>	@\$130.00	\$

5. Ensemble(s) 8 to 10 sessions per term

Ensembles are priced according to the number of students: SMALL = less than 12 students @ \$140 MEDIUM = 12 to 18 students @ \$130 LARGE = 18+ students @ \$130	Ensemble Cost	TOTAL
ENSEMBLE #1:	\$130 \$140	\$
ENSEMBLE #2:	\$130 \$140	
ENSEMBLE #3:	\$130 \$140	
Musical Theatre Course	\$355.50/term	

6. Schools Program Name of School

	LESSON LENGTH	FEES	TOTAL
<input type="checkbox"/> One-to-One Instrumental	<input type="checkbox"/> ½ hour shared (2 students)	@ \$295.00/student	\$
	<input type="checkbox"/> ½ hour	@ \$415.00	\$
	<input type="checkbox"/> 1 hour	@ \$815.00	\$
<input type="checkbox"/> School Ensembles 3-4 students (8-10 sessions per term)		@ \$140.00	\$
<input type="checkbox"/> School Band Program (8-10 sessions per term)		\$155 to \$165	\$

7. Annual Enrolment Fee (N/A for Schools Programs)

* Students who paid Enrolment Fee in Term 4, 2015 do not need to pay in 2016	PLUS \$45/family	\$
TOTAL FEES PAYABLE		\$

CENTRAL COAST CONSERVATORIUM INC.

TERMS AND CONDITIONS OF ENROLMENT 2016

APPLICATION FOR ENROLMENT – NEW STUDENTS: Application may be made via an Application for Enrolment Form. Forms are available upon request at the office or via the web site. Applications are processed and places allocated based upon availability. Applicants who cannot be placed immediately will be placed on a waiting list and notified when a position becomes available.

ENROLMENT: Enrolment is an agreement to engage the services of a Central Coast Conservatorium music teacher at a particular time each week, over the four terms of the calendar year. An enrolment becomes valid and lessons can commence when the completed and signed Application for **Enrolment Form is received and the account is fully paid** or suitable payment arrangements are made. The Enrolment remains active until the end of Term 4, and students will be billed at the end of each term for the following term. A Progress and Enrolment Diary will be issued to all enrolled students at the beginning of the year or when the enrolment is finalised. Parents are advised to accompany students younger than 18 to the first lesson of the term to ensure that all enrolment conditions have been met.

FEES: Tuition fees are due and payable **prior to commencement of music lessons** and classes. A Fees Account for enrolled students continuing music tuition will be issued at least 14 days in advance of the first lesson of each term. Students who are unable to pay term fees in advance may request a payment plan. This arrangement will not exclude them from lessons/classes unless the payment plan is not adhered to (a fee of \$2.50 will apply for second and all subsequent installments).

MISSED LESSONS: It is expected that students enrolled at the Conservatorium will commit to attending the full term's lessons, and that the music teacher will provide the full term's lessons.

Central Coast Conservatorium will not issue any refunds or credits. Credits will only be made if the Conservatorium is unable to provide a teacher for a scheduled lesson or class and if that lesson or class cannot be 'made up' (failure to attend a lesson or class and/or withdrawals from tuition during the term will not warrant a refund or credit). In exceptional circumstances (eg. serious illness), a request for credit can be made in writing to the Operations & Facilities Manager. If approved, a credit will then be applied to the following term's account. The Conservatorium reserves the right to decline or cancel any of its courses or programs or to change the teacher for any tuition at any time.

WITHDRAWAL/DEFERMENT OF LESSONS: Notification of intention to withdraw (or defer lessons) must be made in writing (by post or email) to the Conservatorium's Office (not through a teacher) at least 14 days prior to the commencement of term and before the date when payment of fees becomes due. This will result in a cancellation of term fees without costs. Where notices are received after the commencement of term, the full term's fees are payable.

HOW TO MAKE PAYMENTS: The Conservatorium accepts Mastercard and Visa Card payments by phone or in person. Cheques may be posted to PO Box 1303, Gosford 2250. Direct Deposits can be made to the Central Coast Conservatorium bank account as follows:

Commonwealth Bank BSB Number: 062 544 Account No. 2801 5086

Please use the FAMILY ID on your invoice as a reference

You can also make electronic payments via the website at

<https://centralcoastconservatorium01.worldsecuresystems.com/payment-secure> (a 3% fee will be incurred). Please ensure you enter your Family ID as the reference on all payments.

COLLECTION COSTS (minimum \$60 fee) will apply if the arranged payment of your fees is not made on or before the due date. **DISHONoured CHEQUES** will attract a \$30 fee.

Supervision of Students: THE CONSERVATORIUM CANNOT SUPERVISE STUDENTS OUTSIDE THEIR LESSON TIMES. Parents and/or Guardians are advised not to leave students unattended before or after lessons and to make suitable arrangements for drop off and pick up of students.