

# CENTRAL COAST CONSERVATORIUM INC.

## TERMS AND CONDITIONS OF ENROLMENT 2017

**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. 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:** Term 1 tuition fees are due and payable **by Friday the 10<sup>th</sup> of February**. From Term 2 a Fees Account for enrolled students continuing music tuition will be issued at least 14 days prior to the first lesson of each term. Students who are unable to pay term fees prior to commencement of lessons 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 Financial Controller. 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 Invoice number or 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 invoice number or 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.