

**TERMS AND CONDITIONS OF ENROLMENT 2018**  
for  
**SCHOOLS PROGRAM**

**ENROLMENT:** Enrolment in the Central Coast Conservatorium of Music Schools Program is an agreement to engage the services of the Central Coast Conservatorium of Music at a set time each week, during the terms of the calendar year.

An enrolment becomes valid and lessons can commence when the completed and signed Application for Enrolment Form is received by the Conservatorium Administration office (or submitted online) and the account is fully paid, or suitable payment arrangements are in place. The enrolment is a commitment to attend instrument lessons and ensemble/band rehearsals in each term of the year and students will be billed accordingly.

**LESSONS AND ENSEMBLE REHEARSALS:** The Conservatorium guarantees a minimum of 8 instrument lessons (i.e. tutorials) as well as regular ensemble rehearsals each term. Bands and groups also have performance opportunities in addition to their rehearsals. The Conservatorium is committed to delivering value to customers; however, occasionally the school's scheduled activities may clash with lessons and rehearsals which is beyond the control of the Conservatorium.

To maximise the learning opportunities of students small tutorial groups are organised. In some instances, at the discretion of the Conservatorium, students may receive a 15 minute one to one lesson.

**TERM FEES:** Fees are due and payable prior to the commencement of the school term. An invoice for enrolled students will be issued in advance of the first lesson of each term (where possible).

Students facing financial difficulty and unable to pay term fees in advance may request a payment plan. This arrangement will not exclude them from lessons unless the payment plan is not adhered to (a \$2.50 administration fee will apply for second and subsequent payments). Failure to pay your invoice or arrange a payment plan may result in the student being excluded from lessons. A full list of fees is available from our website.

**HOW TO MAKE PAYMENTS:** The payment methods for term lesson fees are as follows:

- Secure online card payment via the Conservatorium website, by using this link: <https://centralcoastconservatorium01.worldsecuresystems.com/secure-payment>
- Direct deposit to the Conservatorium's bank account: A/C name: Central Coast Conservatorium Inc. BSB: 062 544 (Commonwealth Bank, Gosford) A/C number: 2801 5086. Please ensure to use the invoice number/s and your family name (surname) as the payment reference so that we can apply the payment against your account promptly.
- Credit card payment by phoning on 4324 7477 during office hours (Mon – Fri 9.00 am to 5.00pm; Saturday 9.00 am to 12 noon).
- Cheque made payable to the Central Coast Conservatorium of Music Inc. (dishonoured cheques will attract a \$30 processing fee).

**MISSED LESSONS:** It is expected that students enrolled in the Conservatorium's Schools Program will commit to attending the full term's lessons and rehearsals, and the music

teacher/conductor will provide the full term's lessons and rehearsals. Students pay lesson fees regardless of their attendance. Failure to attend a lesson or a class and/or withdrawals from any tuition or ensemble during the term does not warrant a credit.

The Conservatorium will provide a credit if it is unable to provide a music teacher for a scheduled lesson or rehearsal and that lesson cannot be 'made up'.

In exceptional circumstances (e.g. a serious illness, supported by a medical certificate), a leave of absence may be arranged. **Prior** approval of both the teacher and the Conservatorium is required. If approved, a credit may be given for two or more consecutive absences. If a credit is approved, it will be applied to the following term's Fees Account in the same calendar year. After the end of that term, the credit amount will expire. The Conservatorium reserves the right to alter, decline or cancel any of its courses or programs or to change the music teacher for any tuition or rehearsal at any time.

**INSTRUMENT HIRE:** The Conservatorium has a limited number of musical instruments available for hire for use by students. Parents/caregivers of the students should ensure that students take care of these valuable instruments and ensure they are maintained in good condition at the hirer's expense including any repairs and/or replacement parts. The instrument must be in good condition when it is returned. Please ensure that the instrument is covered by your home contents insurance policy. If the instrument is lost by the hirer, stolen, or damaged beyond repair during the term of hire, the hirer is responsible for compensating the Conservatorium for its replacement value.

Hirer's must complete an Instrument Hire Agreement which is to be lodged with the Conservatorium office prior to the student taking possession of the Instrument.

**DISCONTINUATION IN THE PROGRAM:** Enrolling in the Schools Program is a commitment for the entire year. Discontinuation before the end of the year can impact the mix of instruments and the ensemble sound. This can be a disappointment to fellow students in the ensemble who commit for the whole year.

If discontinuation cannot be avoided notification of intention to discontinue in the program must be made **in writing** to the Conservatorium Administration Office (**not through the music teacher**) at least 7 days prior to the commencement of term (email [admin@cccmusic.nsw.edu.au](mailto:admin@cccmusic.nsw.edu.au)). This will result in a cancellation of term fees. Where notice of discontinuation is received after this date the full term's fees are payable.

Instruments hired from the Conservatorium must be returned to the Conservatorium during office hours as soon as the student has discontinued.

**Issued 9 January 2018**