

SCHOOL MUSIC PROGRAM

TERMS AND CONDITIONS OF ENROLMENT 2019

Please retain for your records

ENROLMENT: Enrolment in the Central Coast Conservatorium of Music School Music Program is an agreement to engage the services of the Central Coast Conservatorium of Music at a set time each week, during the school 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 made. 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 to deliver a minimum of 8 group tutorials and 8 ensemble rehearsals each term.

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 or shared lesson.

TERM FEES: Term fee invoices for tuition and instrument hire (if applicable) will be issued prior to the commencement of the term and payment is due by the end of week 1 of the term.

Parents facing financial difficulty and unable to pay term fees in advance may request a fee instalment plan (or payment plan). This arrangement will not exclude them from lessons unless the instalment plan is not adhered to (a \$5.00 administration fee will apply for instalment plans). Failure to pay your invoice or arrange an instalment plan may result in the student being excluded from lessons.

HOW TO MAKE PAYMENTS: The payment methods for term 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 in school terms (Mon – Fri 9.00 am to 5.00 pm).
- Cheque made payable to the Central Coast Conservatorium of Music Inc. (dishonoured cheques will attract a \$30 processing fee) posted to PO Box 1303 Gosford NSW 2250.

Fees must not be paid to a teacher or any other person other than the methods mentioned above.

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

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 to the next term's fees if it is unable to provide the minimum 8 tutorials and rehearsals.

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. If you wish to hire an instrument you must signify your intention on the Application for Enrolment form. You agree to pay the hire fee each term which will be added to the term invoice. Parents/caregivers of the students should ensure that students take care of these valuable instruments and ensure they are maintained in good condition. If the instrument needs repair during the term of hire, please contact the Conservatorium and we will arrange repairs. If the damage is determined to be caused by the student, the hirer must pay for the repairs.

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.

Instruments hired from the Conservatorium must be returned to the Conservatorium as soon as the student has discontinued. Failure to do so will incur additional fees.

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). 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.

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 Conservatorium teachers 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 for appointed lessons and rehearsals, and to ensure that the child behaves appropriately.

Issued 2 November 2018