

# CENTRAL COAST CONSERVATORIUM INC. APPLICATION FOR ENROLMENT FORM 2011

<b>Personal Details – Student</b>		
Please complete ALL details (write n/a if not applicable)		
<b>Surname:</b>	<b>Given Name:</b>	<b>Date of Birth:</b> / /
		<b>Age:</b>
<b>Address:</b>	<b>Suburb:</b>	<b>Post Code:</b>
<b>Email:</b>	<b>Mobile:</b>	<b>Phone:</b>
<b>Aboriginal or Torres Strait Islander Origin?</b> Yes – Aboriginal or Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/>		<b>Main language spoken at home</b> English <input type="checkbox"/> Other <input type="checkbox"/> .....
<b>Sex:</b> M <input type="checkbox"/> F <input type="checkbox"/>	<b>Current School:</b>	<b>School Year:</b>
	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 <input type="checkbox"/>	
<b>Medical Conditions/Allergies:</b>		
<b>Any known disability</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> If Yes please advise (optional).....		
<b>Do you consent to the tutor being given details of the student's medical conditions?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Publicity</b> 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. <input type="checkbox"/>		
<b>PARENT / GUARDIAN MAILING DETAILS - IF DIFFERENT FROM THE ABOVE.</b>		
Please complete as many details as possible, as this assists staff in being able to contact parents/guardians if needed.		
<input type="checkbox"/> <b>Parent / Guardian Details</b> – Please Tick if this is the main contact for billing / emergency		
<b>Relationship to Student:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other (please detail):		
Surname:	Given Name:	Phone:
Address:		Mobile:
		Email:
<input type="checkbox"/> <b>Postal Address</b> – Please tick if this mailing address is different to either of the above and complete details:		
Address:		
<b>Where did you hear about the Central Coast Conservatorium? (Please circle if appropriate)</b> Newspaper / Yellow Pages / Website / Recommendation / School / Other-please state: .....		
By completing and returning an 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 <a href="http://www.centralcoastconservatorium.com.au">www.centralcoastconservatorium.com.au</a> , or an additional copy may be requested from the office. <b>All applications must be signed to enable enrolment application to be processed. Unsigned or incomplete forms will be returned unprocessed.</b>		
Signature of Student .....		Date: / /
or Parent/Guardian (if under 18 years of age)		
A one-to-one student (or parent/guardian of a student under 18 years) is entitled to become a member of the Incorporated Association that is the legal entity governing policies and other matters affecting the way the Central Coast Conservatorium is run. If you wish to become a member, please tick the box. <input type="checkbox"/>		

# CENTRAL COAST CONSERVATORIUM INC. APPLICATION FOR ENROLMENT FORM 2011

Enrolment Date: \_\_\_\_\_

I wish to enroll in the following programs (please tick)

**1. Children's Music Program**

CLASS	CLASS	CLASS	CLASS	2010 FEES PER TERM	TOTAL
<input type="checkbox"/> 2 Years Old	<input type="checkbox"/> 3 Years Old	<input type="checkbox"/> 4 Years Old	<input type="checkbox"/> Enrichment	@\$112.00	\$
<input type="checkbox"/> Level 1				@\$112.00	\$
<input type="checkbox"/> Level 2				@\$145.00	\$
<input type="checkbox"/> Level 3	<input type="checkbox"/> Intro to Music			@\$150.00	\$
<input type="checkbox"/> Level 4 Preliminary Instrumental				@\$335.00	\$

**2. One-to-One Tuition**

LESSON LENGTH	INSTRUMENT 1	INSTRUMENT 2	FREQUENCY	TERM FEES F/NIGHTLY	TERM FEES WEEKLY	TOTAL
<input type="checkbox"/> ½ Hour			f/night <input type="checkbox"/> Wkl <input type="checkbox"/>	@\$185.00	@ \$370.00	\$
<input type="checkbox"/> ¾ Hour			f/night <input type="checkbox"/> Wkl <input type="checkbox"/>	@\$277.50	@ \$555.00	\$
<input type="checkbox"/> 1 Hour			f/night <input type="checkbox"/> Wkl <input type="checkbox"/>	@\$370.00	@ \$740.00	\$
Teacher if known						
<b>Instrument Hire</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Instrument #</b>	<b>Instrument #</b>			@ \$	\$

**3. Musicianship / Music Craft (Theory)**

	Term 1&2	Term 3&4	TOTAL
<b>Musicianship</b> Grade 4 <input type="checkbox"/>	@\$108.00	n/a	\$
<b>Musicianship</b> Grade 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> <b>Music Craft</b> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	@\$130.00	@\$140.00	\$
<b>Composition</b> <input type="checkbox"/> <b>Improvisation</b> <input type="checkbox"/>			

**4. Ensemble**

			With 1-to-1 1 <sup>st</sup> Ens.	With 1-to-1 2 <sup>nd</sup> Ens.	Without 1-to-1	TOTAL
<input type="checkbox"/> Guitar	<input type="checkbox"/> Saxinettes	<input type="checkbox"/> Sat. Morning Strings	@\$75.00	@\$45.00	@\$100ea	\$
<input type="checkbox"/> Junior Guitar	<input type="checkbox"/> Jr. Clarinet/Sax	<input type="checkbox"/> Training Orchestra				
<input type="checkbox"/> Brass Ensemble	<input type="checkbox"/> Flute Choir	<input type="checkbox"/> Youth Orchestra				
<input type="checkbox"/> Youth Band	<input type="checkbox"/> Adult String	<input type="checkbox"/> Percussion Ensemble				
<input type="checkbox"/> Little Big Band	<input type="checkbox"/> Late Starters Strings	<input type="checkbox"/> Other .....				

**5. Schools Program**  **Name of School** .....

	LESSON LENGTH	FEES	TOTAL
<input type="checkbox"/> One-to-One Instrumental	<input type="checkbox"/> ½ hour shared (2 students)	@ \$185.00ea	\$
	<input type="checkbox"/> ½ hour	@ \$370.00	\$
	<input type="checkbox"/> 1 hour	@ \$740.00	\$
<input type="checkbox"/> School Ensembles 3-4 students or School Band Program	(8-10 sessions per term)	@ \$125.00	\$

**6. Lakes Strings Program**

<input type="checkbox"/> Ensemble tutorials or 1/2hr shared lesson (2 students)	@ \$185.00	\$
<input type="checkbox"/> Orchestra & Minis ONLY	@ \$100.00	\$

**7. Annual Enrolment Fee (N/A for CMP and School Programs)**

	@ \$40 per family	\$
<b>TOTAL FEES NOW PAYABLE</b>		<b>\$</b>

Note: **5% fee reduction** applies if **all 2011 fees** (Total of Term 1, 2, 3 & 4 fees) are paid in by 31/1/2011.

# CENTRAL COAST CONSERVATORIUM INC.

## TERMS AND CONDITIONS OF ENROLMENT 2011

**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 acknowledged within 5 days of receipt, and places allocated based upon availability. Applicants that cannot be placed within two weeks will be placed on a waiting list and the applicant notified in writing.

**ENROLMENT:** Enrolment is an agreement to engage the services of a Central Coast Conservatorium music tutor at a particular time each week, during the remaining 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 Administration office and the account is fully paid or suitable payment arrangements are in place. The Enrolment remains active until the end of Term 4, and students will be billed accordingly.

A certified Progress and Enrolment Diary will be issued to all enrolled students, and must be presented to their music tutor prior to lessons and classes. 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. Updated Fees Account of enrolled students for continuing music tuition will be issued at least 14 days in advance of the first lesson of each term. 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/classes unless the payment plan is not adhered to (a fee of \$2.50 will apply for second and all subsequent payments).

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

**Refunds or Credits will only be made if the Conservatorium is unable to provide a tutor for a scheduled lesson or class and if that lesson or class cannot be 'made up'** (failure to attend a lesson or a class and/or withdrawals from any tuition during the term does not warrant refunds or credits).

In the case of exceptional circumstances (e.g. serious illness), a request for credit can be made in writing to the Business Manager (by post or email). 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 tutor 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 by email) to the Conservatorium's Office (**and not through a tutor**) at least 14 days prior to the commencement of term and before the date when payment of fees become due. This will result in a cancellation of the term fees. Where notices are received after the commencement of term, the full term's fees are still payable.

**HOW TO MAKE PAYMENTS:** The Conservatorium office has EFTPOS facilities available and can accept Mastercard and Visa Card payments by phone. Payments (non cash) can be posted to PO Box 1303, Gosford 2250.

**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 \$30 fee.

**THE CONSERVATORIUM CANNOT SUPERVISE STUDENTS OUTSIDE THEIR LESSON TIMES.** The Conservatorium is not responsible for students outside 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.

Please note: From February 2011 the Conservatorium will deliver tuition from two locations in Gosford:

- existing studios at 45 Mann Street and
- **NEW** studios at 35 Mann Street