

## 2026 TERMS AND CONDITIONS OF ENROLMENT CENTRAL COAST CONSERVATORIUM OF MUSIC LTD

### 1. ENROLMENT

Enrolment secures participation in lessons and programs for the full year. Once confirmed by Administration, enrolment automatically continues each term. You can update your enrolment or contact details by contacting the Administration team.

### 2. FEES & PAYMENT

Annual Non-Refundable Registration per our Fee Schedule.

#### **Term Fees:**

*Lessons:* 10-week program per term for individual one-to-one lessons\*.

*Classes/Ensembles:* Term-based fee, minimum guaranteed 8 weeks of delivery per term.

\*Please note that the conservatorium aligns to NSW Department of Education terms, which are generally 10 weeks in length; however, this can vary year to year, with occasional 9 and 11 week terms.

#### **Payment Options:**

Full payment: Full payment: Pay entire term fee within 14 days of invoice date.

Part-payment: Pay at least 14 days ahead of current lessons; full balance due before Week 8 of term.

#### **Payment Methods:**

- **Online Payments** – Use your debit or credit card via the secure payment link provided in your invoice.
- **Direct deposit** – Transfer to: *Account name:* Central Coast Conservatorium  
*BSB:* 633 000 (Bendigo Bank) | *Account #:* 220 329 957 | *Reference:* Invoice number + family surname.

To maintain enrolment and participation in lessons and classes, accounts must remain financially positive. If payment is over due by more than two weeks, you will be contacted and lessons will pause until the balance is settled. Accounts overdue 30+ days may be referred to debt recovery.

### 3. ABSENCES & NON-ATTENDANCE

#### 3.1 Student Absences / non-attendance

- Fees are payable regardless of attendance
- Please notify us prior to lessons, classes and rehearsals if your child will be absent. (Where possible, a minimum of 24 hours notice is preferred.)

#### 3.2 Teacher Absences

- We will notify you as soon as possible if a teacher is absent.
- To provide the best possible experience for our students, the Conservatorium aims to proceed with all scheduled lessons and rehearsals wherever possible. Substitute teachers and conductors may be engaged to cover absences. Where this is not possible, make-up lessons may be offered either during the term or outside normal teaching periods. Credits will only apply when the Conservatorium cannot provide a teacher, and no makeup is possible.

### 4. DISCONTINUATION & WITHDRAWALS

Please provide 14 days written notice to Administration through the [online discontinuation notice](#) form on our website.

**Individual Lessons:** Fees apply for the 14 days notice period.

**Classes/Ensembles:** Full-term fees will apply if withdrawal from classes occurs after the term begins.

The Conservatorium reserves the right to withdraw students from our programs and discontinue their enrolment upon non-payment of fees, or for breaches of the [Student Code of Conduct](#).

### 5. CREDITS AND REFUNDS

Credits will only apply when the Conservatorium cancels or cannot provide a teacher, and no makeup is possible.

To ensure sustainable employment for our teachers, additional credits are only considered for exceptional circumstances (e.g., serious illness with medical documentation). Please contact Administration to discuss your situation.

### 6. STUDENT SAFETY

- Supervision is only provided by Conservatorium staff during scheduled lessons/programs.
- All staff and contractors hold current Working With Children (WWCC) checks.
- Please keep unwell students at home to protect others.
- Security cameras operate throughout the building for student safety and building security.



## 7. QUESTIONS?

Contact Administration: (02) 4324 7477 | [admin@cccmusic.nsw.edu.au](mailto:admin@cccmusic.nsw.edu.au)

**By enrolling and participating in Conservatorium programs, you accept these terms and conditions**