



ENROLMENT FORM 2019

For statistical purposes Regional Conservatoriums are required by the Department of Education to collect certain data. We appreciate your co-operation in providing full details.

Please complete **all details** and **all sections** (write nil or N/A if not applicable on both pages of this form).

STUDENT INFORMATION

Has the student previously enrolled at the Conservatorium?	<input type="checkbox"/> Yes, continuing student <input type="checkbox"/> No, new student	
Surname		
Given name(s)		
Date of birth (if under 18)		
Gender (please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Address		
Suburb/Town		Postcode
School (in 2019)		Year/Class (in 2019)
		Boarder <input type="checkbox"/> Y <input type="checkbox"/> N

BILLING & CORRESPONDENCE INFORMATION

	Billing Contact This person will be responsible for account payment	Correspondence Contact All correspondence will be sent to this person
		<input type="checkbox"/> Same as <i>Billing Contact</i>
Title (please tick)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Surname		
Given name		
Relationship to student		
Address		
Suburb/Town	Postcode	Postcode
Email		
Mobile number		
Phone number		
Preferred method of communication	<input type="checkbox"/> Email <input type="checkbox"/> Post	<input type="checkbox"/> Email <input type="checkbox"/> Post

ADDITIONAL EMERGENCY CONTACT INFORMATION

This should be a different person to the Billing/Correspondence contact above

Full name	
Relationship to student	
Phone number	

PUBLICITY AUTHORITY

The Conservatorium may use images from events in our publicity and promotional material. Students may also be interviewed for promotional purposes. Do you give permission for images to be used for this purpose?	<input type="checkbox"/> Yes, I give permission <input type="checkbox"/> No, I do not give permission
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HEALTH INFORMATION

Does the student have any serious allergies?	<input type="checkbox"/> Yes (<i>please specify</i>) <input type="checkbox"/> No
Does the student have any physical or intellectual disabilities?	<input type="checkbox"/> Yes (<i>please specify</i>) <input type="checkbox"/> No
Any additional medical information	
Does the student have any special needs or requirements that the teacher should be aware of?	<input type="checkbox"/> Yes (<i>please specify</i>) <input type="checkbox"/> No
In the event of an accident or sudden illness, I give permission for the Teacher or the Tamworth Regional Conservatorium of Music to seek medical assistance as required If <i>No</i> , please ensure you provide an additional emergency contact on the previous page.	<input type="checkbox"/> Yes, I give permission <input type="checkbox"/> No, I do not give permission

STATISTICAL INFORMATION

For us to provide a better service to our students and meet state funding requirements, please provide the following information:

Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student from a non-English speaking background? If Yes, please specify what language is spoken at home.	<input type="checkbox"/> Yes (<i>please specify</i>) <input type="checkbox"/> No
Does the student live more than 100 kilometers from the Tamworth Regional Conservatorium of Music?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student ever been identified by a school as gifted and talented?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TUITION INFORMATION

	Instrument or Activity 1	Instrument or Activity 2	Instrument or Activity 3
Instrument or Activity			
Teacher			
Lesson duration	minutes	minutes	minutes
Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Casual	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Casual	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Casual
Type	<input type="checkbox"/> Individual <input type="checkbox"/> Shared <input type="checkbox"/> Group/Ensemble	<input type="checkbox"/> Individual <input type="checkbox"/> Shared <input type="checkbox"/> Group/Ensemble	<input type="checkbox"/> Individual <input type="checkbox"/> Shared <input type="checkbox"/> Group/Ensemble
Location	<input type="checkbox"/> Conservatorium <input type="checkbox"/> School	<input type="checkbox"/> Conservatorium <input type="checkbox"/> School	<input type="checkbox"/> Conservatorium <input type="checkbox"/> School
Lesson time (<i>office use only</i>)			

AGREEMENT

By signing this enrolment form you agree that you have received a copy of and accept the **2019 Terms and Conditions of Enrolment (Version 1)**.

Signature _____ **Date** _____

You must be 18 years or over and responsible for invoice payment to sign enrolment form



TERMS & CONDITIONS OF ENROLMENT 2019

Please retain this for your records

ENROLMENT

Enrolment is an agreement to engage in the services offered by the Tamworth Regional Conservatorium of Music (TRCM) and applies to everyone participating in these services. The Enrolment Form becomes valid once fully completed, signed and received by the TRCM office. No person may engage in any Music Education or activities offered by the TRCM without a completed Enrolment Form.

TERM DATES

TRCM adheres to the term dates as set by the NSW Department of Education for the NSW State Schools.

For 2019 these are:

- Term 1** Wednesday, 30 January to Saturday, 13 April (11 weeks)
- Term 2** Monday, 29 April to Saturday, 6 July (10 weeks)
- Term 3** Monday, 22 July to Saturday, 28 September (10 weeks)
- Term 4** Monday, 14 October to Saturday, 21 December (10 weeks)

FEES

Invoices for existing students will be issued prior to the commencement of the term and payment is due within 21 days of the commencement of the term. Invoices for new students will be issued when the student commences lessons and payment is due within 21 days of issue.

If a debt is overdue by 49 days, interest will be charged to the account at 10% per annum and will be collected along with outstanding fees. If an account cannot be paid in full, a fee instalment plan may be entered into. Once an instalment plan is implemented, overdue interest will not be charged. However, if the instalment plan is not adhered to, the agreement will be cancelled, full debt recovery procedures instigated, and overdue interest re-established backdated to when the debt became overdue.

Should an account not be settled by the end of the term the student will not be permitted to engage in any TRCM Music Education or activities until the debt is paid or a student fee instalment plan is implemented.

Tuition fees must not be handed to a teacher.

Accounts may be paid by:

- 1) cash, cheque or card in person at the office
- 2) cheque through the post (PO Box 874, Tamworth)
- 3) card over the phone
- 4) direct deposit BSB 032621 A/c No 169999 (please ensure that you include either the student's name or the invoice number as the reference).

Fees for 2019 are listed below.

An administration fee of \$10 per term is payable by each student regardless of the number of activities undertaken.

Shared lessons in schools will be billed for the term and no refund will be given if a student withdraws prior to the end of the term.

INDIVIDUAL LESSON FEES

Fees for individual lessons are as follows:

Individual 15-minute lesson	\$19.00
Individual 20-minute lesson	\$25.50
Individual 30-minute lesson	\$38.00
Individual 45-minute lesson	\$57.00
Individual 60-minute lesson	\$76.00
Shared 30-minute lesson	\$43.50

GROUPS & ENSEMBLE FEES

Fees for groups & ensembles are term fees regardless of the number of weeks in the term, and are as follows:

Early Childhood Music	3 mths – 4 yrs	\$108.00
	4 – 5 yrs	\$149.00
Junior Learner programs		\$108.00
<i>Keyboard, Recorder, PBuzz, Ukulele, Violin, Cello</i>		
Cello Ensemble		\$85.00
Children’s Musical Theatre classes		\$100.00
Concert Band	<i>regular</i>	\$52.00
	<i>retiree</i>	\$42.00
Conservatorium Chamber Singers		\$98.00
Junior Children’s Choir		\$55.00
Opera Ensemble		\$98.00
Poco a Poco Strings		\$85.00
Regional Youth Orchestra		\$44.00
<i>(\$44 subsidy)</i>		
Senior Children’s Choir		\$55.00
Sinfonia		\$85.00
Tamworth Youth Philharmonia		\$44.00
<i>(\$44 subsidy)</i>		
Vocal Performance Ensemble		\$98.00

LESSONS

No refunds are given if a student misses a lesson, **including absences due to school excursions**. Please notify the Conservatorium office (not the teacher) if you are unable to attend a scheduled lesson or rehearsal. Lessons missed because of teacher absence will be made up by the teacher within the current term or credited to the student account. There is no obligation to make up lessons missed by the student.

If lessons take place on School premises and the school gives two weeks advanced notice of a variation to the school routine, the student account will be credited.

The Conservatorium reserves the right to decline enrolment or cancel any Music Education or activities at any time.

WITHDRAWAL FROM LESSONS

Once lessons have commenced for a term, four weeks notice to withdraw from a lesson or ensemble must be made to the office by telephone, letter or email. Special consideration of withdrawal in the case of unforeseen circumstances can be negotiated with the Director. Such events may include long-term illness, relocation or unexpected change in financial circumstances.

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 TRCM 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 TRCM 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 under the age of 18 years for appointed lessons and rehearsals, and to ensure that the child behaves appropriately while at the Conservatorium.

SCHOLARSHIPS & BURSARIES

The Conservatorium offers four competitive non-means-tested scholarships as listed below. The winner of these scholarships will receive one 30-minute lesson per week at the Tamworth Regional Conservatorium of Music for the Conservatorium year, such lessons to be given by a Conservatorium-employed teacher. The Scholarships are open to musicians in the North West Region. Scholarship auditions are held in either Term 3 or 4.

An extensive bursary program assists financially disadvantaged students. The aim of the Bursary is to assist families and students experiencing financial and/or other hardships to enable them to continue with their lessons. A Bursary may be offered in the form of a discount of 50% and, in exceptional circumstances, up to 100% on tuition fees payable, depending on the financial, compassionate or other circumstances of applicants. Application forms may be downloaded from the website or are available from the Conservatorium office.

Please contact the office for further information.

INSTRUMENT HIRE

The Conservatorium has a limited number of instruments to hire to students enrolled at the Conservatorium. These include brass, string and woodwind instruments. Please contact the office for further information.