



TERMS & CONDITIONS OF ENROLMENT 2021

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 2021 these are:

- Term 1** Thursday, 28 January to Thursday, 1 April (10 weeks)
- Term 2** Monday, 19 April to Saturday, 26 June (10 weeks)
- Term 3** Monday, 12 July to Saturday, 18 September (10 weeks)
- Term 4** Tuesday, 5 October to Saturday, 18 December (11 weeks)

LESSONS

No refunds are given if a student misses a lesson, **including absences due to school excursions**. 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.

HEALTH & STUDENT ABSENCES

Do not attend lessons if you are unwell; teachers may refuse to teach a student who is displaying visible signs of illness, and lesson fees will apply. Please notify the Conservatorium Office (not the teacher) if you are unable to attend a scheduled lesson or rehearsal.

If you have minor illness symptoms but would still like to have a lesson, please contact the Office before 2 pm to arrange a substitute Zoom lesson. This lesson will be scheduled to take place in your regular lesson 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.

FEES

Invoices for existing students will be issued before the start 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 Family ID as the reference).

Fees for 2021 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 based on the hourly rate of **\$76.00**. As such, 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:

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

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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.

PRIVACY STATEMENT

The Conservatorium must take reasonable steps to protect personal information we hold from misuse, interference and loss, as well as unauthorised access, modification or disclosure. Please see our website for our full Privacy Statement thecon.com.au/Privacy.