

2021 TERMS AND CONDITIONS OF ENROLMENT for SCHOOL MUSIC PROGRAM

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 Online Enrolment Form is submitted via the Conservatorium's website <https://centralcoastconservatorium.com.au/> and the account is fully paid, or a payment plan arrangement is entered into.. The enrolment is a commitment to attend lessons and ensemble/band rehearsals in each term 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 for 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 where the number of students is too low to form a viable group.

TERM FEES: Invoices for tuition fees and instrument hire (if applicable) will be issued prior to the commencement of each term.

PAYMENT OPTIONS: The 2 payment options available are:

- Payment of the Term's tuition fees in full by the end of week 2 of the relevant term; or
- Enter into a direct debit instalment plan through a third party financial services company *Payleadr*, by the end of week 2 of the first term (for information see www.payleadr.com)

Fees **must not** be paid to a teacher or any other person other than the 2 methods mentioned above.

Failure to either pay the Term's tuition fees in full by the end of week 2; or to commit to enter into a direct debit instalment plan by the end of week 2, will result in your child being disqualified from receiving lessons until payment is made in full or a *Payleadr* direct debit instalment plan is current.

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. Once enrolled term fees are payable regardless of attendance. Failure of a student to attend a lesson/s or rehearsal/s, and/or withdraw from lessons during the term does not warrant a credit or refund of fees.

If the Conservatorium is unable to provide the minimum 8 tutorials and rehearsals we will provide a credit to the next term's fees.

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 music teacher and the Conservatorium is required. If approved, a credit may be given for 2 or more consecutive absences. If a credit is approved, it will be applied to the following term's fees 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 at a subsidised cost for use by students. If you wish to hire an instrument you must signify your intention on the Online Enrolment form. You agree to pay the instrument hire fee in advance of each term which will be added to the tuition fees 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, 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**) before 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.

Issue date: 17 December 2020