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www.tamworthregionalconservatorium.com.au

ENROLMENT FORM 2017

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

New Student Continuing Student

Student's Surname: _____ Student's Given Name/s: _____

Date of Birth (if under 18): _____ Gender: M F (please tick)

Address: _____ Post Code: _____

(If under 18) Father's Name: _____ Mother's Name: _____

Guardian (if applicable): _____

Email Address: _____

Please indicate name and phone number of contacts in order of preference

1 Name _____ No. _____ 3 Name _____ No. _____

2 Name _____ No. _____ 4 Name _____ No. _____

Preferred method of communication: E-mail: Post

Current School: _____ Year/Class: _____

➔ HEALTH INFORMATION (applies to every student)

Does the student have a physical or intellectual disability? Yes No

If yes please specify _____

Are there any issues of which the teacher should be aware if so please specify _____

In the event of an accident or sudden illness, I give permission for the Teacher or Tamworth Regional Conservatorium of Music to seek medical assistance as required. Yes No

If No or over 18 please supply name and number of person to be contacted in case of emergency

Name(s) _____ Number(s) _____

PLEASE COMPLETE DETAILS OVER THE PAGE ➔

➔ **TUITION INFORMATION**

Instrument or Activity	Teacher	Lesson Duration _____ Minutes <input type="checkbox"/> Weekly <input type="checkbox"/> fortnight <input type="checkbox"/> casual	<input type="checkbox"/> Individual <input type="checkbox"/> Shared <input type="checkbox"/> Group
Instrument or Activity	Teacher	Lesson Duration _____ Minutes <input type="checkbox"/> Weekly <input type="checkbox"/> fortnight <input type="checkbox"/> casual	<input type="checkbox"/> Individual <input type="checkbox"/> Shared <input type="checkbox"/> Group
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If having lessons at school, name of school: _____

➔ **PUBLICITY AUTHORITY (applies to every student)**

The Conservatorium may use images from events in our publicity and promotional material. The student may also be interviewed for promotional purposes. I **give permission** **do not give permission** for images to be used for this purpose.

➔ **INFORMATION REQUIRED (applies to every student)**

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

Is the student from a Non-English speaking background Yes No Please specify _____

Is the student of Aboriginal and/or Torres Strait Islander origin? Yes No

Does the student travel more than one hour (one way) to attend music lessons? Yes No

PERSON RESPONSIBLE FOR ACCOUNT PAYMENT. NOTE ALL CORRESPONDENCE WILL BE SENT TO THIS PERSON AT THIS ADDRESS

Surname: _____ Given Name/s: _____ Dr, Mr, Rev, Mrs, Ms, Miss
(Please circle)

Address: _____ Post Code: _____

Email Address: _____

Phone Number 1 _____ 2 _____

By signing this enrolment form you agree to accept the Terms and Conditions of Enrolment and acknowledge that you have been given copy of the Terms and Conditions of Enrolment as set out by the Tamworth Regional Conservatorium of Music Limited and labeled 2017 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

FOR OFFICE USE ONLY: Timetable Roll Q Books E-mail MM Teacher Notified

2017 TERMS AND CONDITIONS OF ENROLMENT

Version 1

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.

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

For **2017** these are:

Term 1 – Tuesday 31 January to Saturday 8 April (10 weeks)

Term 2 – Wednesday 26 April to Saturday 1 July (10 weeks)

Term 3 – Tuesday 18 July to Saturday 23 September (10 weeks)

Term 4 – Monday 9 October to Saturday 16 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 2017 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.

Fees for Individual Lessons are as follows:

Individual 15 minute lesson	\$ 18.50
Individual 20 minute lesson	\$ 24.75
Individual 30 minute lesson	\$ 37.00
Individual 45 minute lesson	\$ 55.50
Individual 60 minute lesson	\$ 74.00
Shared 30 minute lesson	\$ 42.50

Fees for Groups & Ensembles (these are term fees regardless of the number of weeks in the term) are as follows:

Chamber Singers	\$96.00
Concert Band (regular)	\$ 50.00
Concert Band (retiree)	\$ 40.00
Early Childhood Music 3 months - 4 years	\$ 105.00
Flute Ensemble	\$ 78.00
Junior Concert Band (\$32 subsidy)	\$ 32.00
Junior Keyboard program	\$ 105.00
Sinfonia	\$ 83.00
Songwriting	\$56.00
Tamworth Children's Choir Junior Ensemble	\$ 53.00
Tamworth Children's Choir Senior Ensemble	\$ 53.00
Tamworth Regional Youth Orchestra (\$42 subsidy)	\$ 42.00
Tamworth Youth String Orchestra	\$ 68.00
Ukulele Children's Group	\$ 105.00
Ukulele Adult Group	\$ 115.00
Vocal Performance Lab	\$96.00

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 2 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, email or fax. 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

Scholarship auditions are usually held in either term 3 or 4. A limited number of bursaries are available on a financial need basis. 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. Please contact the office for details.