

Exams, Eisteddfods and Performances

Many teachers encourage their students to undertake exams and enter eisteddfods and competitions. This is not compulsory, and is always in consultation with the parents and students. All students are encouraged to perform at every opportunity, however it is advisable the student seek their teachers advice before accepting performing engagements or recital work.

Concerts and Workshops

Macquarie Conservatorium presents numerous concerts and workshops throughout the year featuring visiting musicians, Macquarie Conservatorium staff and students and community musicians. Students are encouraged to attend these events to further their musical education. Please consult the website for details of these events.

Music

It is the responsibility of the student to provide relevant music necessary for study. Photocopying of most material is prohibited by law.

Accompanists

It is the responsibility of the student to secure and pay for their own accompanist. Subject to availability, accompanists can be booked through Macquarie Conservatorium with fees per half hour session dependent on the level of development of the instrumental student.

Membership of Macquarie Conservatorium

Membership of the Macquarie Conservatorium is open to all individuals who accept the objects of the Association and are aged eighteen (18) years or over. Individuals aged eighteen (18) years or over wishing to become members of Macquarie Conservatorium shall lodge a completed Application for Membership of the Association with the Secretary of the Association. Application forms can be obtained from the Office. The cost for Membership of the Association is \$2.00 per year.



Office Hours:

**Monday—Friday 10.00am—3.00pm
during school terms.**

Other times by appointment.

Correspondence:

PO Box 661

Cnr Darling & Bultje St

DUBBO NSW 2830

Ph/Fax: (02) 6884 6686

email: administrator@macquarieconservatorium.com.au

website: <http://www.macquarieconservatorium.com.au>

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2010 Guide to Enrolment



Photo courtesy
of RSVP

*With innovation, support and excellence
we want to give you the joy,
enrichment and fulfillment
that music will bring to your life.*

Please read the information in this booklet carefully.

It explains procedures at Macquarie Conservatorium

which are binding for all students.

In particular please note our policy concerning

Missed Lessons.

**Macquarie Conservatorium is supported by
the Department of Education and Training**

Terms of Enrolment - current as at Term 1, 2010.

♪ **Enrolment is for a full term of tuition.**

♪ **A 2010 Enrolment Form must be completed, signed and lodged at the office before tuition can commence.**

♪ **Fees are payable in advance.**

♪ **You must advise administration in writing prior to the end of term if enrolment will not be continued into the following term or year.**

Enrolling for Tuition

The Conservatorium operates on a 4 Term year and follows the same holidays as the state schools (see below for 2010 term dates). Before tuition can begin, you must complete a 2010 Enrolment Form. This form gives us all the information we need to know about you, the student, and is valid for the period you are attending lessons at Macquarie Conservatorium. Please advise us if your contact details change at any time so we can maintain an efficient service. *Please note:* It is necessary to complete a new enrolment form each year. Returning your enrolment form before the end of Term 4 ensures existing students retain their current booking for the following year.

Discounts

A discount of 12.5% is allowed for the third and subsequent members of a family enrolled for individual tuition, or any student who enrolls for a third or subsequent subject.

2010 TERM FEES - based on 10 week term (unless otherwise stated)

	<u>TUTOR</u>	<u>TEACHER</u>	<u>SPECIALIST</u>	<u>2 SHARE</u>	<u>GROUP TUITION</u>
1/2 hr	\$240	\$260	\$280	\$140	\$100
3/4 hr	\$360	\$390	\$420	\$210	\$150
1 hr	\$480	\$520	\$560	\$280	\$200
<u>EARLY CHILDHOOD MUSIC</u>	\$82 per 8 week program				
<u>ENSEMBLES</u>	Fees vary. Please consult the website				
<u>ACCOMPANIST</u> (fees dependent on level of development of instrumental student requiring Accompanist)	Beginner to Grade 3: \$20 per 1/2 hr session; Grade 4-6: \$25 per 1/2 hr session; Grade 7 and above: \$30 per 1/2 hr session.				
<u>ADMINISTRATION FEE</u>	\$4 per student per year				

2010 Term Dates

Term 1: 1 Feb—1 Apr (9 weeks) Term 3: 19 Jul—24 Sep (10 weeks)
 Term 2: 19 Apr—2 Jul (11 weeks) Term 4: 11 Oct—17 Dec (10 weeks)

Accounts

Tuition accounts are issued at the commencement of each term. Students who enrol during the term are invoiced for the remainder of the term in which they commence.

Payment of accounts is due in advance and payment or part payment is due by the end of the first week of term. If tuition fees are not paid by the due date tuition may be withdrawn. Payment can be made by cash, cheque, credit card or direct deposit. Please refer to your invoice for all payment options. *Please note:* Teachers CANNOT accept cash payments; Please do NOT send cash through the mail.

Missed Lessons

All fees are charged on a 'per term' basis and NO REFUNDS will be given for missed lessons or withdrawal of the student. Fees are to be paid for the days/your child is enrolled for tuition, including periods of non-attendance such as illness, school excursions or holidays during the normal school term. Please consider your account as a booking fee, not an attendance fee. In the event of a teacher absence, a lesson will be credited if a make up lesson is not available. However, please note that teachers are not obliged to make up lessons cancelled by the student.

Cancelling Tuition

If you wish to cancel tuition, you must advise administration in writing prior to the end of the term if lessons will not be continued into the following term or year. Please note that you will be responsible for paying for the full term of tuition in which you/your child/ren are enrolled. Non-attendance does not indicate formal cancellation of enrolment.

Bad Debts

Enrolment is subject to cancellation in the event of late/non payment of fees. Accounts which remain unpaid are forwarded to our solicitors for recovery. **If you default in making payment and recovery/legal action is undertaken, you will be responsible for all expenses in relation to the collection of the outstanding amount including, but not limited to, all charges and fees, legal costs on an indemnity basis, and disbursements.**

Child Protection

All staff have been screened as required by the 'Working With Children' legislation. Our staff will always endeavour to provide a safe and happy environment for your child. Please be aware that, for the purpose of monitoring/refining technique, the teachers often need to assist students with their approach to the instrument. Therefore teachers may require some contact particularly in relation to shoulders and arms.

Supervision

Macquarie Conservatorium of Music Inc (including teaching staff) takes no responsibility for the supervision of students outside of scheduled lesson and rehearsal times whilst they are on Conservatorium property. Parents/Guardians acknowledge that it is their responsibility to deliver and collect a child for appointed lesson and rehearsal times and to ensure that their child is at all times well behaved, polite and courteous.