

Conservatorium on a continuing basis to book an occasional lesson. Payment is required in advance. Please contact the office for further information.

### **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.

### **Communication with Teachers**

Effective communication between parents/guardians and teachers is critical to the ongoing musical development of students. In addition to adhering to the policies and procedures outlined in this guide, it is expected that parents/guardians will ensure instruments, music books and practice diaries are brought to each lesson, that students follow teacher recommendations for daily practice and that newsletters and other correspondence from Macquarie Conservatorium are read.

### **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/guardians 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.

### **Instruments**

Macquarie Conservatorium has a limited number of instruments available for hire to Macquarie Conservatorium enrolled students. The cost per term for hire of an instrument is \$50.00, payable in advance. To hire an instrument, please contact the office to complete an Instrument Hire form. Companies such as Musicorp offer a large range of instruments for hire. For further information, please contact Musicorp on 1300 858 911 or see [www.musicorp.com.au](http://www.musicorp.com.au)

### **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. Fees are based on the equivalent grade level of the student.

Cnr Darling & Bultje St

PO Box 661

DUBBO NSW 2830

Ph/Fax: 02 6884 6686

Email: [administrator@macquarieconservatorium.com.au](mailto:administrator@macquarieconservatorium.com.au)

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

Office Hours: 10:00am—3:00pm Mondays to Fridays during school terms

Other times by appointment



# 2012 GUIDE TO ENROLMENT



*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.

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

**Terms of Enrolment** - current as at Term 1, 2012.

- ♪ **A 2012 Enrolment Form must be completed, signed and lodged at the office before tuition can commence.**
- ♪ **Upon receipt of the 2012 Enrolment Form, the student will be enrolled for the 2012 calendar year.**
- ♪ **Written notification is required for cancellation of enrolment prior to the end of the 2012 calendar year.**
- ♪ **Fees are payable in advance.**

**Enrolling for Tuition**

The Conservatorium operates on a 4 Term year and follows the same holidays as the state schools (see below for 2012 term dates). In addition to on-site lessons, group and individual lessons are available at participating schools during school hours. Lessons via video conferencing are also available. Before tuition can begin, you must complete a 2012 Enrolment Form. This form gives us all the information we need to know about the student, and is valid for the period of enrolment. 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.

**2012 Term Fees** - based on 10 week term (unless otherwise stated)

	<b><u>INDIVIDUAL LESSON</u></b> (Tutor)	<b><u>INDIVIDUAL LESSON</u></b> (Teacher)	<b><u>2 SHARE</u></b>	<b><u>GROUP TUITION</u></b>	<b><u>GROUP THEORY/ MUSICIANSHIP/ MUSIC CRAFT</u></b>
1/4 hr	\$140	\$150			
1/2 hr	\$280	\$300	\$150	\$120	\$100
3/4 hr	\$420	\$450	\$225	\$180	\$150
1 hr	\$560	\$600	\$300	\$240	\$200
<b><u>EARLY CHILDHOOD MUSIC</u></b>	\$82 per 8 week program				
<b><u>ENSEMBLES</u></b>	Fees vary. Please contact the office.				
<b><u>ANNUAL MEMBERSHIP FEE</u></b>	\$5 per year (one fee charged per family with membership being for the person responsible for payment of the account)				
<b><u>ACCOMPANIST</u></b> (fees dependent on equivalent grade level of student)	Beginner to Grade 3: \$25 per 1/2 hr session Grade 4-6: \$30 per 1/2 hr session Grade 7 and above: \$35 per 1/2 hr session				
<b><u>OCCASIONAL LESSON</u></b> (conditions apply)	\$32 per 1/2 hr session				
<b><u>INSTRUMENT HIRE</u></b> (limited number of instruments)	\$50 per term				

**2012 Term Dates**

Term 1: 30 Jan—5 Apr (10 weeks)      Term 3: 16 Jul—21 Sep (10 weeks)  
Term 2: 23 Apr—29 Jun (10 weeks)      Term 4: 8 Oct—14 Dec (10 weeks)

**Discounts**

A discount of 12.5% is allowed for the third and subsequent members of a family enrolled for individual or group tuition, or any student who enrolls for a third or subsequent individual or group lesson. Discounts do not apply to Early Childhood Music, Accompanying Fees, Ensembles, Membership Fees or Instrument Hire.

**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 suspended by Macquarie Conservatorium. 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.**

**Lessons Delivered at Schools**

Students undertaking lessons at schools are subject to the same regulations as those attending lessons at Macquarie Conservatorium including the policies surrounding missed lessons and the cancellation of enrolment. **In the event that an individual or group lesson cannot take place at schools located in Dubbo (\*) due to a gazetted school pupil free day (does not apply to public holidays), the lesson will be held at Macquarie Conservatorium unless a variation has been made in writing with the teacher prior to the day.** Macquarie Conservatorium is not responsible for any lessons missed by students due to school activities e.g. an excursion or school activity which prevents the student/s attending the lesson. (\* does not apply to schools located outside of the Dubbo city limits)

**Cancelling Enrolment**

**If you wish to cancel tuition, you must advise administration in writing prior to the end of the current term if lessons will not be continued into the following term.** 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.**

**Occasional Lessons**

Subject to availability, it is possible for students who are not enrolled at Macquarie