

2018 ENROLMENT GUIDELINES



HOW TO ENROL OR RE-ENROL FOR 2018

- **For re-enrolling students from 2017:** to secure your continued enrolment for 2018 in the classes/activities you took in 2017, please complete, sign & return to the office by **4 December 2017** your 2018 Membership & Enrolment Forms, together with payment of the correct membership fee & fee deposit of \$60 per student or activity. To enrol in a new activity, please read the 2018 Schedule of Fees & Classes.
- **For new students starting in 2018:** once your inquiry for a place in a class or activity has been processed by the office and/or you have received 2018 Membership and Enrolment Forms, please complete, sign and return *both* these forms to the office as soon as possible, together with payment of the correct membership fee and a fee deposit of \$60 per student or activity, or full term fee if fee is less than \$60.
- Students will be invoiced for the remainder of their term fees once their forms have been processed.
- Once the office processes your 2018 Membership & Enrolment Forms, confirms placement of the student & receives full payment of one term's fees as invoiced, the student is enrolled for the 2018 calendar year.
- **Before enrolling, please read these Enrolment Guidelines below. Please also read the Participant Guidelines and the Fee Policy, available from the office and online at www.macqcon.org.au**
- **Your enrolment is for the calendar year. Written notification is required for cancellation of enrolment prior to the end of the 2018 calendar year.**
- **Fees are payable in advance for each term by the due date: for details of due date, see below.**
- There are four terms of tuition per year: see below for Macquarie Conservatorium 2018 term dates.
- In addition to tuition given onsite at Macquarie Conservatorium, tuition is available at some participating schools during school hours; please inquire at the office for details of school programs.

2018 Term Fees: for details see following pages, website, or contact the Macquarie Conservatorium office.

2018 Macquarie Conservatorium Term Dates

Term 1: 29 January – 13 April (11 weeks) Term 3: 23 July - 28 September (10 weeks)
Term 2: 30 April – 6 July (10 weeks) Term 4: 15 October - 15 December (9 weeks)

Enrolling for tuition

Before tuition can begin, all students, or their parents if the student is under 18, must complete an Annual Membership Form and an Enrolment Form, and pay membership and term fees. These forms provide all the information required for enrolment of the student, and are valid for the calendar year. Please advise the office if your contact details change during the year.

Re-enrolment for continuing students

All students complete a new membership form and a new enrolment form each year. To secure continued enrolment for the following year, return your completed forms with required payment (membership fees and term fee deposit) by the **due date: 4 December 2017**. You will then be invoiced by **email** for the remainder of your 2018 Term 1 fees prior to the start of Term 1. Term 1 fees must be paid in full on receipt of invoice. If you do not plan to re-enrol, please inform the office by 4 December.

Discounts

Discounts are available on some fees for families and/or students with some types of multiple enrolments. For details, please refer to the **Fee Policy** available at www.macqcon.org.au or from

our office. Pensioner discounts are available on some fees: please refer to the **Fee Policy** and then contact the office to check eligibility.

Payment of term fees for Terms 2, 3 and 4

Tuition invoices are issued by **email** each term for payment in advance of the following term. **The due date for payment of term fees for Terms 2, 3 and 4 is the last Monday of the preceding term**, unless otherwise advised. An administration fee of \$25 may be applied to any payment received after the due date. If tuition fees are not paid by the due date, tuition & enrolment may be suspended. Payment can be made by cheque, credit card or direct deposit. Payments in cash are accepted at the office in office opening hours only.

Cancelling enrolment

To cancel tuition for the following term, please advise administration in writing **before** the due date for payment of the following term's fees. Without providing this written advice by the due date, you will be responsible for paying for the next full term of tuition as enrolled. Non-attendance does not constitute notice of cancellation. Please refer to the **Fee Policy** for details.

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Bad debts

Enrolment is subject to cancellation by Macquarie Conservatorium in the event of late or non-payment of fees. If you default in making payment, and recovery or 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.

Missed lessons and absences

There are no refunds or credits for students who fail to attend lessons when a teacher is scheduled to teach. This includes non-attendance by students due to their illness, all school excursions, holidays or any other absences during the school term. Teachers are not obliged to make up any lessons a student does not attend or any lessons cancelled by a student, or cancelled by a school in the case of lessons given at school. In the event of a teacher absence or cancellation of a lesson by Macquarie Conservatorium, a lesson will be credited on the next invoice issued after the date of that lesson (if a make up lesson is not available). Please refer to the **Fee Policy** for all queries on missed lessons, refunds and credits.

Lessons delivered at schools

Students taking lessons at schools are subject to the same regulations as those attending lessons at Macquarie Conservatorium, including the policies regarding missed lessons, student absences, payment of fees and cancellation of enrolment: please see the **Fee Policy** for details. Macquarie Conservatorium is not responsible for any lessons missed by students due to school activities e.g. an excursion off-site or an in-school activity that prevents the student/s attending the scheduled lesson. It is the student's responsibility to remember when to leave their classroom and to go to their music lesson room at their scheduled time.

Student behaviour

Please read the **Participant Guidelines** for information on Macquarie Conservatorium's expectations for student behaviour.

Supervision

Macquarie Conservatorium and its teaching staff are not responsible for the supervision of students outside of scheduled lesson and rehearsal times while they are on Conservatorium property. It is the responsibility of parents/guardians to deliver and collect a child from the teaching room at the start and finish of

scheduled lesson and rehearsal times, and to ensure that their child behaves appropriately while at the Conservatorium.

Child protection

All staff have Working With Children Checks that have been verified by Macquarie Conservatorium. Our staff always endeavour to provide a safe and happy environment for your child. Please be aware that teachers may need to assist students with their approach to the instrument, which may require some physical contact, particularly in relation to shoulders, arms and hands.

Communication and preparation

Effective communication between parents/guardians and teachers is essential to the ongoing musical development of students. It is expected that: emails, notes and any other correspondence from Macquarie Conservatorium are read; parents/guardians support their child's music studies by ensuring instruments, music books and practice diaries are brought to each lesson; and students follow teacher recommendations for daily practice.

Exams, eisteddfods and performances

Many teachers encourage their students to sit for exams and enter eisteddfods and competitions. This is not compulsory, and is always done in consultation with the parents/guardians and students. Students are also encouraged to perform at appropriate opportunities; however a student should seek their teacher's advice and approval before accepting external performing engagements.

Concerts and workshops

Macquarie Conservatorium presents concerts and workshops throughout the year featuring visiting musicians, Conservatorium staff and students, and community musicians. Students are encouraged to attend and participate in these events to further their musical education. Event details are available from www.macqcon.org.au

Music

It is the student's responsibility to provide the relevant sheet music necessary for study: teachers will advise what music the student should purchase. Photocopying of most material is prohibited by law.

Instruments

Macquarie Conservatorium has a number of instruments available for hire to enrolled students. The cost per term for hire of an instrument is \$63 payable in advance. To hire an instrument, please contact the office for an Instrument Hire Form.

Accompanists

Please refer to the document *Information for Students – Accompaniment*, available from your teacher or from the Conservatorium office, and online at www.macqcon.org.au