

# 2024 ENROLMENT GUIDELINES



## HOW TO ENROL OR RE-ENROL FOR 2024

- **For re-enrolling students from 2023:** you will be emailed your Enrolment package in November. First complete the online 2023 Enrolment Form no later than **Monday 4 December 2023**; then pay the fee deposit to Macquarie Conservatorium as advised in the email we'll send you confirming your enrolment. Fee deposit payment must be received no later than 3 working days after you are emailed confirmation of enrolment, or your place will not be held.
- **For NEW students starting in 2024:** once your inquiry for a place in a class or activity has been processed by the office, you will be emailed your Enrolment package. Complete the online 2024 Enrolment Form at the link in the email AND pay the fee deposit to Macquarie Conservatorium as advised in that email. Your online Enrolment form and fee deposit payment must be received no later than 3 working days after you were emailed the Enrolment package, or your place will not be held.
- Once the office processes your 2024 Enrolment Form, confirms placement of the student & receives payment of fee deposit, the student is enrolled for the 2024 calendar year.
- An invoice for the remainder of the semester fees will be emailed; payment is due on receipt of invoice.
- **Before enrolling, please read these Enrolment Guidelines, the Fee Policy and the Participant Guidelines.**
- **Enrolment is for the full calendar year. Written notification is required for cancellation of enrolment prior to the end of the 2024 calendar year.**
- **Fees are payable in advance as invoiced**
- Macquarie Conservatorium is a registered **Creative Kids** provider; visit our website for details.
- There are four terms of tuition per year: see below for Macquarie Conservatorium 2024 term dates.
- In addition to tuition given onsite at Macquarie Conservatorium, tuition is available at participating schools during school hours; please visit our website for details.

**2024 Fees:** for details see the following Schedule of Fees or visit our website.

### 2024 Macquarie Conservatorium Dates: Semester 1 - Terms 1 & 2 / Semester 2 - Terms 3 & 4

Term 1: 5 February – 12 April (10 weeks)

Term 3: 22 July – 27 September (10 weeks)

Term 2: 29 April – 5 July (10 weeks)

Term 4: 14 October – 19 December (10 weeks)

#### Enrolling for tuition

Before tuition can begin, all students, or their parents if the student is under 18, must complete the 2024 Enrolment Form, and pay membership and tuition fees. The Enrolment form provides the Conservatorium with all the information required for enrolment of the student and is 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 enrolment form each year. To secure enrolment for the following year, complete your online Enrolment Form by the **due date: 4 December 2023** and then pay your fee deposit as advised. You will then be invoiced by **email** for the remainder of your semester fees. **If you are not re-enrolling in 2024, please advise the office by 4 December 2023.**

#### Discounts

Discounts are available on some fees for families and/or students with some types of multiple enrolments, and for pensioners; see **Fee Policy**. Pensioners should contact the office to check eligibility for a discount.

#### Payment of tuition fees

Tuition invoices are issued by **email** twice a year per semester. Each semester invoice may be paid in total or may be paid in 2 instalments. If paying in 2 instalments, the 1<sup>st</sup> instalment is due on receipt of invoice; the 2<sup>nd</sup> instalment is due the last Monday of Term 1 for Semester 1 and the last Monday of Term 3 for Semester 2. An administration fee of \$25 per activity is applied to any payment received after the due date. If tuition fees are not paid by the due date, tuition may be suspended. Payment can be made by cheque, credit card or direct deposit; or in cash in person at the office. See **Fee Policy** for details.

#### Cancelling enrolment

Enrolment is for the calendar year. **To cancel tuition for Semester 2, please advise administration in writing four weeks before the end of Semester 1.** Without providing this written advice by the due date, you will be responsible for paying in full for all tuition as enrolled. Non-attendance does not constitute notice of cancellation. See **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, credits and refunds.

## 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 premises. 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 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](http://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 \$65 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](http://www.macqcon.org.au)