



TERMS & CONDITIONS OF ENROLMENT 2025

Please retain this for your records

ENROLMENT

Enrolment is an agreement to participate 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 it is 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.

TERM DATES

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

For 2025, these are:

Term 1	Monday, 3 February to Saturday, 12 April (10 weeks)
Term 2	Monday, 28 April to Saturday, 5 July (10 weeks)
Term 3	Monday, 21 July to Saturday, 27 September (10 weeks)
Term 4	Monday, 13 October to Saturday, 20 December (10 weeks)

LESSONS

No refunds are given if a student misses a lesson, **including absences due to school excursions**. The teacher will make up lessons missed because of teacher absence within the current term or credit them to the student account. The teacher is not obligated to make up lessons missed by the student.

If lessons take place on school premises and the school gives two (2) weeks' advance notice of a change to the school routine, the student account will be credited.

HEALTH & STUDENT ABSENCES

The Conservatorium adheres to current Public Health Orders and guidelines recommended by the NSW Government and the Association of NSW Regional Conservatoriums.

Please notify the Conservatorium Office (not the teacher) by phone or email if you cannot attend a scheduled lesson or rehearsal. **Do not attend lessons if you are unwell**; teachers may refuse to teach a student displaying visible signs of illness, and lesson fees apply.

If you have minor illness symptoms but would still like to have a lesson, please contact the Office before 2 pm to arrange a substitute Zoom lesson. This lesson will be scheduled to take place at your regular lesson time.

WITHDRAWAL FROM LESSONS

Once lessons have commenced for a term, four (4) weeks' notice is required and payable to withdraw from a lesson, group, or ensemble. The notice must be made to the Office by telephone, letter, or email. 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 changes in financial circumstances.

STUDENT COMMUNICATION

TRCM communicates electronically and directly with our students and their families. We may contact you electronically, e.g., via SMS or email. Student and Biller contact details must be current and kept up to date.

FEES

Each student must pay an administration fee of \$10 per term, regardless of the number of activities undertaken.

For existing students, Music Tuition fees will be invoiced and issued to the Biller stated on the Student's Enrolment Form before the start of the term, with payment due within **21 days** of the commencement of the term. For new students, Music Tuition fees will be invoiced and issued to the Biller stated on the Student's Enrolment Form when the student commences lessons, and payment is due within **21 days** of issue.

Shared lessons in schools will be billed for the term, and no refund will be given if a student withdraws before the end of the term.

Accounts may be paid by:

- 1) Direct Deposit BSB 032621 Acc No 169999
(please include the student's name or the Family ID as the reference).
- 2) card over the phone
- 3) cash, cheque or card in person at the Office
- 4) cheque through the post
(PO Box 874, Tamworth)

Tuition fees must **not** be handed to a teacher under any circumstances.

If a debt is overdue by 49 days, interest will be charged to the account at 10% per annum and collected along with outstanding fees. If an account cannot be paid in full, families may enter into a fee instalment plan. Once an instalment plan is implemented, overdue interest will not be charged. If the instalment plan is not adhered to, the agreement will be cancelled, full debt recovery procedures will be instigated, and overdue interest will be re-established and backdated to when the debt became overdue.

If an account is not 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.

LESSON FEES

Please refer to our website (<https://thecon.com.au/schedule-of-fees>) for our current Schedule of Fees.

SCHOLARSHIPS & BURSARIES

The Conservatorium offers six competitive, non-means-tested scholarships. The winner will receive one 30-minute lesson per week at the Tamworth Regional Conservatorium of Music for the Conservatorium year, given by a Conservatorium-employed teacher. The Scholarships are open to musicians in the Northwest Region. Scholarship auditions will be held on a date to be advised. A list of scholarships and further information can be found on our website.

An extensive bursary program assists financially disadvantaged students. The Bursary aims to help families and students experiencing financial or other hardships to enable them to continue with their lessons. A Bursary may be offered as a discount of 50% and, in exceptional circumstances, up to 100% on tuition fees payable, depending on the applicants' financial, compassionate, or other circumstances. Application forms may be downloaded from the website or are available from the Conservatorium Office.

Please visit our website for further information.

MUSIC BOOKS & COPYRIGHT

Students are expected to purchase their music books as needed. The Conservatorium Office sells a selection of books, instrument supplies, and accessories.

In Australia, copyright law is set out in the Copyright Act 1968. Broadly, copyright protects 'Works', including literary works (books, magazine articles, etc.), dramatic works (theatre and dance), music, and artistic works (paintings, drawings, photographs, etc.).

INSTRUMENT HIRE

The Conservatorium has a limited number of brass, string, and woodwind instruments available for hire to students enrolled there. Please contact the Office for further information.

CHILD PROTECTION

All TRCM teachers, administration staff, and regular contractors are required to complete a NSW Working with Children Check as per the NSW Office of the Children's Guardian requirements. All TRCM employees must also complete Child Protection Awareness Training annually through the NSW Department of Education.

SUPERVISION

The TRCM and its teaching staff are not responsible for supervising students outside of scheduled lessons and rehearsal times. Parents/guardians are responsible for delivering and collecting students under the age of 18 for appointed lessons and rehearsals and ensuring that the child behaves appropriately while at the Conservatorium.

PRIVACY STATEMENT

Tamworth Regional Conservatorium of Music is committed to protecting the privacy of personal information that the organisation collects, holds and administers. This includes protecting your privacy per the Privacy Act 1988 (Cth) (the Privacy Act).