

# Mitchell Conservatorium Inc

Association of NSW Regional Conservatoriums

ABN 47 650 782 985

[www.mitchellconservatorium.edu.au](http://www.mitchellconservatorium.edu.au)

## 2010 ENROLMENT INFORMATION

### Mitchell Conservatorium Inc Divisions

**BATHURST** Executive Director, Fiona Thompson

West Wing, Court House, PO Box 1387, Bathurst 2795

Fax: 6332 2995

Phone: 6331 6622

Office Hours - 10.00am – 5.00pm Monday to Friday

Email: [bathurst@mitchellconservatorium.edu.au](mailto:bathurst@mitchellconservatorium.edu.au)

**LITHGOW** Director, Annette Milroy

Lot 2, Wylde St, PO Box 586, Lithgow 2790

Fax: 6351 3344

Phone: 6351 3990

Office Hours - Tues, Wed & Thurs 12.30 – 5.30pm

Email: [lithgow@mitchellconservatorium.edu.au](mailto:lithgow@mitchellconservatorium.edu.au)

**LACHLAN** Director, Margaret Willmott

11 Spring St, PO Box 550, Forbes 2871

Fax: 6851 5862

Phone: 6852 3766

Office Hours - Tues, Wed & Thurs 12.30 – 5.30pm

Email: [lachlan@mitchellconservatorium.edu.au](mailto:lachlan@mitchellconservatorium.edu.au)

### 2010 Mitchell Conservatorium Terms (40 weeks)

**TERM 1** Monday, 1 February to Saturday, 3 April (9-weeks)

**TERM 2** Monday, 19 April to Saturday, 3 July (11-weeks)

**TERM 3** Monday, 19 July to Saturday, 25 September (10-weeks)

**TERM 4** Monday, 11 October to Saturday, 18 December (10-weeks)

### Fee Payments

*If you have difficulties paying your account please contact the office*

#### 2010 DUE DATE of FEE PAYMENTS:

Term 1 Due date Friday, 5 Feb  
Term 2 Due date Friday, 23 April  
Term 3 Due date Friday, 23 July  
Term 4 Due date Friday, 15 Oct

**\*OVERDUE REMINDER FEE \$2.00** will be applied to all accounts not **paid in full** by the due date.

**LATE FEE \$30.00** can be applied to any unpaid account

**UNPAID ACCOUNT EVICTION FEE \$45.00** will be applied if the account remains unpaid and the student has had to be evicted from lessons

### PAYMENT METHODS

Credit Card (including over the phone payments or via fax), EFTPOS, BPay, Cash,  
Cheque or Money Order payable to Mitchell Conservatorium Inc  
Periodical payment by special arrangement (\*Overdue Reminder Fee will be applied  
if this agreement is not adhered to)

## **ENROLMENT TERMS & CONDITIONS**

1. Fees are payable in advance at the beginning of each term.
2. Enrolment is required for a minimum of one term.
3. An enrolment fee of \$30.00 must be paid when first enrolling and is a once only payment for each student enrolled.
4. \$16.50 Family Levy, one per family, is collected on behalf of the Divisional Friends of each Conservatorium. It is applied twice annually (GST incl.) and it replaces most fund raising activities.
5. A non refundable Overdue Reminder Fee of \$2.00 will be applied to all accounts **not paid in full** by due date. A \$30 Late Fee can be applied to any unpaid account.
6. Teachers' lesson times are booked by Administration. If a student is unable to attend a lesson, as a courtesy, please notify the teacher or the Conservatorium. However, be aware that when a student/parent/guardian or school cancels a lesson - there is **NO REFUND** (*except in special circumstances, such as illness/accident (supported by medical certificate), then the teacher may consider making up the lesson*)
7. If a teacher cancels a lesson and cannot make-up the lesson, refund of the tuition fee only will be credited to the next Term. There is no refund on the administration fee.
8. School group tuition is charged as 40 sessions per year. These sessions include a combination of weekly group tuition with band workshops and band performances. Therefore, any scheduled group tuition missed will not be refunded. However, if the teacher cancels the lesson then Rule 7 will apply. If a student is not yet in the school band then their teacher can offset missed lessons with a combination of extra lessons and/or additional support, with the intention of moving the student up to join the band.
9. For group tuition, no refunds or make-up lessons will be given if a student misses a session. However, a refund will be made where a Group is discontinued by the Administrator.
10. The Conservatorium reserves the right to discontinue/reassign any groups with insufficient enrolments at any time.
11. Cancellation of Lessons by parent/student **THREE WEEKS NOTICE IN WRITING** must be given to the office to cancel lessons. If a student withdraws during a term with the appropriate notice, a refund will be made for lessons not received. If insufficient/no notice is received in writing, fees cannot be refunded.
12. Notice of cancellation (not returning) for the next term/year. Each student enrolment continues from Term to Term and Year to Year therefore three weeks written confirmation to cancel the lessons is required. Otherwise it is assumed lessons are continuing and fees cannot be refunded.
13. Early Childhood Group enrolments are established in Term 4 for the following year. ECM students must re-enrol/register and pay a \$30 non-refundable deposit to ensure placement in the desired class. This deposit will be applied to the first term's fees.
14. A student will not be permitted to continue in lessons when fees are overdue. If removed from lessons an Unpaid Account Eviction fee will be applied.
15. Upon payment of the current administration fee, \$1 will be allocated to membership in Mitchell Conservatorium Inc. This entitles the signatory to attend the Conservatorium's Annual General Meeting with full voting rights.
16. If lessons are booked, agreement to these Terms and Conditions is implied even if the Enrolment Confirmation & Media Consent Form is not completed, signed and returned. Use of Mitchell Conservatorium's services implies agreement.

**This brochure is an important statement of Terms & Conditions of Enrolment**

**Please read carefully and file for your reference**

## **MITCHELL CONSERVATORIUM INC'S CHILD PROTECTION POLICY**

To demonstrate basic principles of instrumental or vocal breathing technique, correct posture and tone production, it may be necessary for a teacher to place his/her hand on the student's rib-cage, diaphragm or face. Our teachers are requested to ask the student for permission to do so. If your son/daughter feels uncomfortable with this practice, they should inform the teacher. Newly appointed staff are screened by the Dept of Education & Training, Employment Screening Unit as part of the Child Protection Act, 1998. All Staff have completed current Child Protection Training.

Staff must ensure, as part of their Duty of Care, that infants and children (under the age of 18) do not leave the Conservatorium building until a parent or person designated by the parent comes to collect them. Parents are requested to ensure that their infant or child is aware that they must not leave until their parent or person designated by the parent comes to collect them. If any deviation from the usual pickup procedure is necessary, please inform your child's teacher in writing.

In particular, parents of Early Childhood Music students must ensure that their child understands the importance of the reasons why they must remain in the Studio until they are collected.

## **PERMISSION FOR MEDIA APPEARANCES**

From time to time the media approach the Conservatorium requesting co-operation in photographing, filming or interviewing students. The Conservatorium also seeks to promote the achievements of students by naming them in material provided to the media or by arranging for them to be included in photographs for newspapers and the Internet or vision for television stories.

The Mitchell Conservatorium's Enrolment form contains a section titled "Permission for Media Appearances", which allows you to either give or withhold your consent for various media outlets. This form must be completed each year to ensure our records are up to date and comply with each parent's individual wishes.

***Confirmation of Enrolment Form must be signed, completed and  
RETURNED ANNUALLY***

*(Use of Mitchell Conservatorium services implies agreement to Mitchell Conservatorium's terms & conditions)*

***Fiona Thompson  
Executive Director***



## **FRIENDS OF THE CONSERVATORIUM**

The Friends groups comprise parents and community members who support the Conservatorium's staff and student music education activities throughout the year. A number of privileges may be offered to members. Everyone is warmly invited to join their local Friends group. Please contact the following:

Bathurst	The Secretary, PO Box 1387 Bathurst 2795
Lithgow	The Secretary, PO Box 21 Lithgow 2790
Forbes	Margaret Willmott, "Robita" Forbes 2871

## 2010 TERM FEES: (Average 10 week Term)

Mitchell Conservatorium reserves the right to update these prices from time to time  
All tuition prices GST free

### INDIVIDUAL TUITION

60 minute	\$562.00
45 minute	\$442.50
30 minute	\$322.50
20 minute	\$248.50

### GROUP TUITION

School Groups (small 30 mins groups)	\$154.50
Musicianship (60 mins)	\$77.50

### EARLY CHILDHOOD MUSIC (18 months – 9 years)

60 minute pre-instrumental musicianship	\$137.00
45 minute pre-instrumental musicianship	\$116.00
30 minute pre-instrumental musicianship	\$94.00

### MUSIC THERAPY

30 minutes individual	\$161.25
50% discount via Department of Education & Training funding for approved students	

### ENSEMBLES

\$68.50

#### Bathurst

- \*Canto Libere Choir (16-21 years) (60 mins)
- Mitchell Young Voices (9 -15 years) (60mins)
- Junior String(45 mins, \*Intermediate String (60 mins)
- Flute Choir Junior (45 mins), \*Flute Choir Senior (60mins)
- Recorder Ensemble (45mins)
- Junior Guitar Koolblooz (45mins), \*Senior Guitar Fretworx (45mins)

#### Lachlan

Forbes Shire Choir N/A

### ALEXANDER TECHNIQUE - Bathurst

30 minute individual (5 sessions per term)	\$221.75
60 minute individual (5 sessions per term)	\$326.50

\*Conditions apply – (Must be enrolled in individual lessons with Mitchell Conservatorium otherwise a fee of \$94 per term applies)

### INSTRUMENT HIRE \$66.00 (GST incl.) per term (plus a refundable deposit)

The Conservatorium has a limited number of instruments for hire to students enrolled in individual lessons. A 12 month trial of these instruments is allowed. After this time the instrument may be required to be returned to allow other students the same opportunity. **A refundable deposit of \$77 on an instrument valued to \$800 or \$165 on an instrument valued over \$800.** The deposit will be refunded after inspection of the returned instrument. **Any damage other than normal wear and tear is the responsibility of the hirer.**



## SCHOLARSHIPS

*Auditions are usually held in Term 3 or Term 4 for the following year.*

*Please check with your Division*

## BURSARIES

*Available on a financial needs basis*

*Please see your Divisional office for details & forms to be completed*

