FRIENDS OF THE CONSERVATORY

The Friends groups comprise parents and community members who support the Conservatorium’s staff and their students’ music education activities throughout the year. The Friends activities include decisions on expenditure of the Levies collected eg size and number of annual scholarships sponsored by the Friends, purchase of sheet music for groups and musical instruments required, helping at concerts, etc.

A number of privileges may be offered to members.

Everyone is warmly invited and encouraged to join their local Friends group.

Please contact the following:

- **Bathurst**: The Secretary, Bathurst Friends, PO Box 1387, Bathurst 2795
- **Lithgow**: The Secretary, Lithgow Friends, PO Box 586, Lithgow 2790
- **Lachlan**: The Secretary, Lachlan Friends, PO Box 550, Forbes 2871

This brochure is an important statement of Terms & Conditions of Enrolment – please retain for future reference.

**2017 TERM FEES: (Average 10 week Term)**

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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee (see conditions no.3)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Family Levy (see conditions no.4)</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

**INDIVIDUAL TUITION**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minute</td>
<td>$712</td>
</tr>
<tr>
<td>45 minute</td>
<td>$580</td>
</tr>
<tr>
<td>30 minute</td>
<td>$410</td>
</tr>
</tbody>
</table>

**SCHOOL BAND TUITION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Groups (small 30 min groups)</td>
<td>$210</td>
</tr>
<tr>
<td>20 minute individual special rate</td>
<td>$300</td>
</tr>
</tbody>
</table>

**GROUP TUITION**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musicianship (60 mins)</td>
<td>$123</td>
</tr>
</tbody>
</table>

**EARLY CHILDHOOD MUSIC** (12 months – 9 years)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minute pre-instrumental musicianship</td>
<td>$195</td>
</tr>
<tr>
<td>45 minute pre-instrumental musicianship</td>
<td>$155</td>
</tr>
<tr>
<td>30 minute pre-instrumental musicianship</td>
<td>$115</td>
</tr>
</tbody>
</table>

**ENSEMBLES** – strings, woodwind, brass, jazz, guitar, recorder, percussion and vocal.

Some conditions apply, please enquire at the office.

**2017 MITCHELL CONSERVATORY TERMS (40 WEEKS)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Monday 30 January</td>
<td>Saturday 8 April</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Monday 24 April</td>
<td>Saturday 1 July</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday 17 July</td>
<td>Saturday 23 September</td>
<td>(10 weeks)</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Monday 9 October</td>
<td>Saturday 16 December</td>
<td>(10 weeks)</td>
</tr>
</tbody>
</table>

**2017 FEE PAYMENT DUE DATES**

- Term 1: Friday 3 February
- Term 2: Friday 28 April
- Term 3: Friday 21 July
- Term 4: Friday 13 October

**PAYMENT METHODS**

BPAY, EFTPOS, Cash or Credit Card (incl. over the phone/fax)
Cheque (made payable to Mitchell Conservatorium)

**OVERDUE REMINDER FEE $10.00**

will be applied to all accounts not paid in full by the due date.

LATE FEE $35.00 can be applied to any unpaid account.

Please notify the office if you are experiencing difficulties paying your account or to make special arrangements to pay periodically.

www.mitchellconservatorium.edu.au
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. Three weeks notice must be given if not continuing in lessons (see Conditions 10 & 11).
3. An enrolment fee of $40 is payable when first enrolling.
4. Family Levy (one per family) of $22 (GST incl.) is collected on behalf of the Friends of each Conservatorium at commencement of enrolment. It is applied twice annually and replaces most fund raising activities. (See Friends of Conservatorium on back page).
5. A non-refundable Account Reminder Fee of $10.00 will be applied to all accounts not paid in full by the due date. A $35 Late Fee may also be applied to any unpaid account.
6. Teachers’ lesson times are booked by the office. 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], in which case the teacher may consider making up the lesson).
7. If a teacher cancels a lesson and cannot make-up the lesson, then the teacher will advise the office to process a refund. On this advice the tuition component will be refunded and it will show as a credit on the following Term’s invoice.
8. School group tuition is charged by the term. These sessions can include a combination of weekly group tuition with band workshops, band performances, assemblies and Eisteddfods. Therefore, any scheduled school group tuition missed will not be refunded.
9. The Conservatorium reserves the right to discontinue/reassign any groups with insufficient enrolments at any time.
10. Cancellation of Lessons by parent/student THREE WEEKS NOTICE IN WRITING must be given to the office to cancel lessons. Upon receiving advice that lessons are to cease the office must notify the teacher as soon as practicable. If a student withdraws during a term with the appropriate notice, a refund will be made for lessons not received. If insufficient notice or no notice is received in writing, then fees cannot be refunded.
11. 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 lessons is required otherwise it is assumed lessons are continuing and fees cannot be refunded.
12. A student will not be permitted to continue in lessons when fees are overdue. This also applies if fees are unpaid on any other family member.
13. 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.
14. 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.
15. In the event of the Customer being in default of their obligation to pay and the overdue account is then referred to a debt collection agency, and/or law firm for collection the Customer shall be liable for the recovery costs incurred and if the agency charges commission on a contingency basis the Customer shall be liable to pay as a liquidated debt, the commission payable by the Supplier to the agency, fixed at the rate charged by the agency from time to time as if the agency has achieved one hundred per cent recovery and in the event where the Supplier or the Supplier’s agency refers the overdue account to a lawyer the Customer shall also pay as a liquidated debt the charges reasonably made or claimed by the lawyer on an indemnity basis.
16. Any concerns or grievances by parents/students should be addressed in writing to the Director.

MITCHELL CONSERVATORIUM INC’S CHILD PROTECTION POLICY

All Mitchell Conservatorium teachers have been screened by the relevant Child Protection Screening authority and undergo regular Child Protection Training.

Staff and parents must ensure that children and young people up to the age of 18 do not leave the Conservatorium building until a parent comes to collect them.

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.

The Enrolment Confirmation & Media Consent form must be signed, completed and returned annually.

INSTRUMENT HIRE $82.50 (GST incl.) per term (plus a refundable deposit)

The Conservatorium has a limited number of instruments for hire to students enrolled in individual lessons. After an initial period of 12 months 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 is required before the instrument can be collected. 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 for students to be awarded a scholarship for the following year. Please check with your Conservatorium office, newsletter, web site or your teacher.

BURSARIES

A limited number of bursaries are available on a financial needs basis. Please see your Conservatorium office for details & application forms.

IMPORTANT NOTICE

Non-Profit Organisation & Refund Policy

Mitchell Conservatorium is a non-profit organisation with limited finances. If a teacher cancels a lesson and cannot make up the lesson, a portion of the lesson fee will be refunded and it will be credited to the next term. There are no refunds on school group lessons.

Please Note: Use of Mitchell Conservatorium services implies agreement to Mitchell Conservatorium’s terms & conditions.