

## **PENRITH CONSERVATORIUM OF MUSIC TERMS AND CONDITIONS**

### **ENROLMENT**

**Enrolment is accepted for a full term of tuition only.**

Late enrolment may be considered by exception at the discretion of Conservatorium Administration and is subject to availability.

### **FEES**

**All lessons must be paid for in advance. All students must make a fee payment prior to the commencement of their first lesson including a \$10 Administration Fee.** Students whose accounts are in arrears will not be taught until payment has been made. Such lessons will be considered as missed lessons.

Payment for a term is accepted in either one or two instalments which fall due before the first lesson in week 1 and before the sixth lesson in week 6. The administration fee is due before the first lesson.

Any late enrolling students must pay in full for the remaining lessons in the term including the administration fee.

### **CORRESPONDENCE**

All correspondence regarding payment and attendance must be with Conservatorium Administration, not individual tutor. Such advice is preferred in writing to [conservatorium@penrith.city](mailto:conservatorium@penrith.city)

### **MISSED LESSONS**

**If a student is unable to attend a lesson Conservatorium Administration must be notified as soon as possible by calling (02) 4723 7611/ 4723 7600/Conservatorium mobile 0437 468 068**

**No refunds or credits are available for missed lessons.** Under some circumstances however the individual tutor, at their discretion, may choose to offer to make up the lesson at a time convenient to them.

If a tutor is unable to attend a lesson, Conservatorium Administration will advise the student / parent / guardian using the contact details provided to Conservatorium Administration at enrolment. Tutors will attempt to provide an alternative time to make up this lesson. Where this is not possible the student will not be charged for that lesson.

### **REFUNDS**

**There are no refunds payable for the cancellation of an enrolment.**

However if Conservatorium Administration has been advised in writing to [conservatorium@penrith.city](mailto:conservatorium@penrith.city) prior to commencement of Week 3 of term that student is withdrawing, the remaining term fees will be refunded. **The first two weeks of term including the \$10 administration fee are non-refundable.**

### **DISCONTINUING STUDENTS**

For the smooth running of the Conservatorium, students are automatically reserved for the following term. If you are not returning for the upcoming term you must advise Conservatorium Administration in writing to [conservatorium@penrith.city](mailto:conservatorium@penrith.city) by the end of the current term to ensure you are not charged additional fees.

### **DUTY OF CARE**

It is the responsibility of the parents / guardians to escort their child / children to and from their allocated studio room in a punctual manner.

Conservatorium tutors and staff reserve the right to refuse entry to any student who is acting in an inappropriate manner.

Students / parents / guardians are asked to advise Conservatorium Administration at enrolment of any relevant medical information that may impact on the student during lessons and include the name and details for an emergency contact person.

### **LEGAL**

By enrolling in individual tuition or other courses at Penrith Conservatorium of Music you are agreeing to indemnify Penrith Performing and Visual Arts Ltd from any personal loss, injury or damage as a result of negligence on the part of the student.

Allow Penrith Performing & Visual Arts Ltd to use images of student involved in Penrith Conservatorium activities in our publicity & promotional material. Please notify the Centre in writing if you do not wish for this to occur.

### **AGREEMENT**

By enrolling in individual tuition or other courses at Penrith Conservatorium of Music you are agreeing to the Terms and Conditions as outlined above.