



TERMS & CONDITIONS OF ENROLMENT 2026

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. Enrolment becomes valid once an enrolment form 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 2026, these are:

- Term 1** Thursday, 29 January to Thursday, 2 April (10 weeks)
Teaching begins Monday, 2 February
- Term 2** Monday, 20 April to Saturday, 4 July (11 weeks)
- Term 3** Monday, 20 July to Saturday, 26 September (10 weeks)
- Term 4** Monday, 12 October to Thursday, 17 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.

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.

SCHOLARSHIPS

The Conservatorium offers six competitive, non-means-tested scholarships. The Scholarship recipient will receive **one 30-minute lesson per week** at the TRCM for the duration of the Conservatorium year, delivered by a Conservatorium-employed teacher. In return, the recipient will perform as a featured soloist at the annual **Showcase & Presentation of Awards Concert**.

The Scholarships are open to musicians in the Northwest Region. The 2026 Scholarship auditions will be held on **Saturday, 19 September** from 10 am in the Chapel Theatre.

BURSARIES

An extensive bursary program assists financially disadvantaged students. The Bursary aims to assist families and students experiencing financial and/or other hardships, enabling them to continue their lessons.

A Bursary may be offered in the form of a 50% discount on tuition fees payable and, in exceptional circumstances, up to 100%, depending on applicants' financial, compassionate, or other circumstances.

Applications close on Friday, 6 February 2026 at 5 pm.

More information about Scholarships and Bursaries is available on our website.

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 Zoom lesson. This lesson will be scheduled to take place at your regular lesson time.

STUDENT COMMUNICATION

TRCM communicates with our students and their families electronically via SMS and email directly. 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.

Please refer to our website for our current Schedule of Fees.

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.

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

TRCM 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).