

Conditions of Enrolment

Enrolment

- An enrolment becomes valid and lessons can commence upon confirmation of lesson placement by the Music Programs Coordinator or Northern Rivers Conservatorium (NRC) Administration.
- Enrolment is continuing for the whole calendar year until notice of withdrawal. (see Student Withdrawal)
- Term dates for Community Music are as published by the NSW Department of Education, with Music in Schools term dates advised by your participating school.
- Music in School schedules of lessons are available online at www.nrcac.edu.au and it is the responsibility of parents/carers/student to ensure that they have the latest timetable.
- In those cases where a student is undecided/unsure about commencing study in a particular instrument, a 30-minute casual lesson can be arranged with an appropriate tutor to discuss the student's needs and aspirations. This is charged at the casual lesson rate.

Fees

- A Registration fee is payable once a year by every student enrolled.
- An invoice for fees will be raised at the beginning of each term for all enrolled students.
- Fees are on a term basis and payable within 7 days of the date of invoice.
- In the event of financial hardship, please contact the office to discuss payment plans and/or apply for fee assistance through our Bursary program.
- Any student with outstanding fees from a previous term will be automatically withdrawn. Students may only re-enrol if accounts are paid in full or an approved payment schedule implemented; in this case it may not be possible to provide the student with the same lesson time, day or teacher.

Delivery of Lessons

- Lessons begin and end promptly at the designated time.

Missed Lessons / Refunds

- NRC must be informed of all absences, with 24hrs notice where possible.
- Credits or refunds are not given for missed lessons, unless due to Tutor absence.
- NRC is not responsible for any lessons missed due to school or other activities i.e. exams, an excursion or camp which prevents a student attending the lesson.
- In the rare event of teacher absence, a substitute teacher may be provided. Where this is not possible, invoices will be credited.

Makeup Lessons

- Tutors are not obligated to offer make-up lessons unless they have available time and have received more than 24hrs notice of the absence (see allowances below)
- Make-up lesson allowance for Community Music is one per term
- Make-up lesson allowance for Music in School is only available as Holiday Master Classes offered twice per year.

Change of Teacher

- NRC reserves the right to supply a substitute tutor if the original tutor is unavailable.

Student Withdrawal

- Two weeks' notification is required for any withdrawal and must be given in writing to the NRC office.

Disclaimer

- NRC reserves the right to review and implement changes to fees at any time.
- Our tutors reserve the right to discontinue lessons where student behavior or attitude is deemed inappropriate.