

ENROLMENT FORM

STUDENT DETAILS								
SURNAME					GIVEN NAMES			
Date of Birth		Age:		Gender	Male		Female	
					Aboriginal or Torres Strait Islander		Non English speaking background	
Current school					Current year level		Boarding Yes/No	
Are you studying music at school?	If yes, please give details			Have you previously undertaken music studies?	If yes, please give details			
DO YOU HAVE SPECIAL NEEDS OR ONGOING MEDICAL CONDITIONS WHICH WE NEED TO BE AWARE OF? If yes, please give details								

CONTACT DETAILS			
Name of person applying for enrolment			
Relationship to student (please circle)	Self	Parent	Guardian
Postal address (No, Street or PO Box, city/suburb & post code)			
Telephone	Home	Work	Mobile
Email			
b	If your account is being paid by a third party, please provide details		

COURSE ENROLMENT DETAILS			
Instrument/Class/Ensemble	Lesson length	Preferred day(s)	Preferred time(s)

OPTIONAL – MEMBERSHIP OF THE ASSOCIATION OF THE GRC Inc.			
The Constitution of the Association provides [at clause 5.2(a)] that: “a student over the age of 18 or a nominated parent or guardian of the student who is under 18 years of age who has enrolled in an individual course of study in a term, not including participation in ensembles, may elect at the time of enrolment to become an ordinary member of the Association for the duration of the term of enrolment.” The Constitution requires that this election must be made at the time of enrolment , no membership fee applies and if you elect not to become a member of the Association your enrolment will be considered an ad hoc enrolment without the rights and privileges provided by membership such as voting right and the right to nominate for Board positions.			
Please indicate your intention (please READ THE ATTACHED Terms and Conditions and circle as appropriate)			
Self- I wish to become a member of the Association for the duration of my paid enrolment	yes	no	Name of student over the age of 18
Parent/Guardian - I nominate to become a member of the Association for the duration of the enrolment of the student with contact details as above	yes	no	Name of nominated Member
Relationship to student (please circle)	Parent		Guardian
CONSENT			
By signing this enrolment form you agree to accept to the enrolment terms and conditions as set out by the GRC Inc., printed as attached this form or published on www.thegrc.com.au from time to time.			
I hereby consent to the GRC using still, video and audio recordings of the student for publicity and archival purposes			YES / NO

Signed:

Date/...../20.....

TUITION FEES

Funded by the NSW Department of Education and Communities through the Regional Conservatorium Grants Program.

GRC - Enrolment Terms and Conditions

Students are accepted for enrolment on the understanding that fees are paid in advance.

The Goulburn Regional Conservatorium reserves the right to accept and refuse enrolment.

GRC ASSOCIATION MEMBERSHIP SUBSCRIPTION

- A student over the age of 18 or a nominated parent or guardian of the student who is under 18 years of age who has enrolled in an individual course of study in a term, not including participation in ensembles, may elect at the time of enrolment to become an ordinary member of the Association for the duration of the term of enrolment.
- The enrolment of a student enrolled in any a calendar year is considered ongoing from term to term, with selection of courses and payment of fees occurring at the beginning of each term, and the term of enrolment continues unless it is terminated by the student withdrawing in writing.
- Ensemble enrolment only does not include membership of the GRC. If an ensemble member (who is NOT individually enrolled) wishes to become a member of the GRC, an annual fee of \$40 is payable.

PAYMENT OF FEES, ATTENDANCE AND WITHDRAWAL

- Term fees are payable in advance prior to commencing lessons. Should you be experiencing financial difficulties, alternative arrangements for payment can be negotiated with the Director and Finance Manager.
- Where teacher's times are booked and the student cancels lessons, no refunds will be allowed. Every lesson allocated must be paid for. If the teacher is unable to give a lesson, two alternative "make up" times will be offered. If the student cannot attend either of the "make up" times offered, the lesson is then considered void and no reimbursement will be available. No refunds will be made in respect to withdrawals or absences from class or shared lessons. However, a refund will be made where a class or group is discontinued due to insufficient enrolments. Refunds or Credits may apply if a teacher misses a lesson (and cannot offer a "make up") or if student absences are due to prolonged illness and accompanied by a doctor's certificate.
- Every student enrolment is scheduled for one full term and tutor timetables are prepared as such. If a student wishes to withdraw during that term, no refund of fees will be given as the student is expected to complete the term and then formally withdraw in writing. If no written notice of withdrawal is given, the entire term's fees remain payable. If exceptional circumstances cause the need for mid-term withdrawal (e.g.: long-term illness, unexpected family relocation), this can be negotiated with the Director as a "Compassionate Withdrawal".
- Note: If a student is absent from lessons for two consecutive weeks without notice, the GRC will make contact to ascertain the student's well-being and determine the status of the enrolment.

SHARED LESSONS

Shared lessons are very popular in some other Regional Conservatoriums as a means of accessing instrumental / vocal tuition at lower cost and the GRC is pleased to offer this option from 2016. The GRC is happy to assist in pairing or grouping students as appropriate. Once the shared arrangement is made, however, the grouping must remain for a full term. If students are progressing at different rates, the grouping can be altered at the end of each term as necessary. If a student in a shared lesson is absent, the lesson will not be made up and no refund will be provided.

Note: Students undertaking HSC music studies or AMEB practical examinations may not enrol in shared lessons.

REFUND OF FEES POLICY

Full refund of fees: full-time courses of study

- The Conservatorium will make a full refund of tuition fees, in the following circumstances:
- Program ceases to be provided at any time after it starts but before it is completed;
- Program does not commence on the agreed starting date;
- Program is not provided in full because of cancellation.

Full refund of fees: instrumental tuition

The Conservatorium may make a full refund of tuition fees, in the following circumstances:

- Program does not commence;
- Extenuating circumstances e.g. the student moves to another location making attendance of lessons impractical, medical condition, death etc.

Partial Refund of Fees

The Conservatorium may make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received from the student at least seven days prior to the commencement of the term.
- Extenuating circumstances e.g. the student moves to another location making attendance of lessons impractical, medical condition, death etc.
- "Act of God" – a natural disaster / weather phenomenon makes attendance at lessons impossible for tutor or students (e.g.: floods, fire, heavy snow)

Circumstances where there will be no refund of fee(s)

- If a student withdraws from a program or course at any point of any term, the Conservatorium will not refund any of the fees paid for that program or course for that term.
- Where teacher's times are booked and the student cancels lessons, no refunds will be allowed (but make up time may be offered, see above).
- If a student in a shared lesson is absent, the lesson will not be made up and no refund will be provided.

Procedure for application for refund

A student who wishes to apply for a refund of tuition fees in accordance with the Conservatorium's refund policy and is located at the Goulburn Regional Conservatorium should do so in writing, addressed to the Director.

Remittance of refund

Where practical, all refunds for which a student is eligible will be forwarded to the student within seven days.

DISPUTE RESOLUTION PROCEDURE

If you disagree with the way the Conservatorium has calculated the refund, you may lodge an appeal with the Director.