

NEW ENGLAND CONSERVATORIUM OF MUSIC

2018 INSTRUMENTAL LESSONS PROGRAM

Strings: violin, viola, cello, double bass
Woodwind: flute, clarinet, saxophone, oboe, bassoon



NECOM provides outstanding instrumental and performance training to children (K-Year 12) and adults with qualified and experienced NECOM teachers. Enrolment includes invaluable extension activities and support such as subsidised instrument hire, ensemble and orchestral training, concerts, bursaries for students needing financial support, workshops with guest musicians, masterclasses, orchestral workshops at the Sydney Opera House (through Dept of Education), and scholarships for gifted and talented students.

INSTRUMENTAL LESSONS PROGRAM

The program is designed for the full year of lessons/activities and enrolment is assumed for the full year unless cancellation notice in writing is received 4 weeks before the start of each term. The program activities include:

- Nine individual 30, 45 or 60 minute lessons per term with a NECOM teacher at school or at the NECOM Campus
- 2-4 concerts each year to develop confidence, stage presentation and performance skills
- Semester reports from instrumental teachers

ENROLMENT FEES per TERM

The lesson time lengths (30, 45 or 60 minutes) are recommended to adequately cater to the student's level of commitment and practice, number of years learning, and standard of repertoire or Exam grade that the student aims to achieve in 2017 eg HSC, AMEB.

30 minute Lessons: 9 x 30 minute lessons each term (beginner to performing repertoire equivalent to Preliminary-Grade 2)
 45 minute Lessons: 9 x 45 minute lessons each term (performing repertoire equivalent to Grades 3-5)
 60 minute Lessons: 9 x 60 minutes lessons each term (performing repertoire equivalent to Grade 6 above)

2018 Instrumental Program	Fee/Tm	Options
30 minute lessons (9/term)	\$365	Early Bird Discount
	\$375	Standard
	\$410	Late Fee
45 minute lessons (9/term)	\$555	Early Bird Discount
	\$565	Standard
	\$600	Late Fee
60 minute lessons (9/term)	\$730	Early Bird Discount
	\$740	Standard
	\$775	Late Fee

Deadlines for Term Fee Payment Options 2018				
	Term 1	Term 2	Term 3	Term 4
Early Bird Discount	Fri 2/2	Fri 27/4	Fri 20/7	Fri 12/10
Standard	Fri 23/2	Fri 18/5	Fri 10/8	Fri 2/11
Late Fee	Payment after Standard Fee of Week 3 deadline passes			
Instalment Plan	Devise upfront instalment plan with NECOM			

2018 NECOM Term Dates (based on public school terms)

(NECOM) Term 1, 2018	Term 2, 2018	Term 3, 2018	Term 4, 2018
05.02.2018-13.04.2018	30.4.2018-6.07.2018	23.07.2018-28.09.2018	15.10.2018-14.12.2018

INSTRUMENT HIRE SERVICE

NECOM hires string, woodwind and brass instruments (fractional to full sizes) when the initial cost of buying an instrument is prohibitive for students. For information on available instruments and hire costs please contact the NECOM office or go to: www.necom.org.au

OPTIONAL ENSEMBLES

It is highly recommended that instrumental students extend their studies with ensemble training. Australian and international research proves that the most accomplished and successful students are those who perform in ensembles in a non-competitive social environment with their peers. NECOM offers sequenced ensembles for beginners through to advanced orchestral players so please contact the NECOM office for information and enrolment forms. Otherwise, check the NECOM website: www.necom.org.au

2018 INSTRUMENTAL LESSONS PROGRAM

Please read through the **Enrolment Terms, Conditions and Policy** required for enrolment.

Enrolment Terms & Conditions

- Programs are designed for the full year of sequential activities and it is assumed that enrolment is for the full year unless cancellation in writing is received 4 weeks before the start of each term (refer to 'Cancellation of Enrolment' details below).
- To activate enrolment, all students MUST complete the new 2018 Enrolment & Payment form.
- After the 2018 enrolment form is processed, invoices for Terms 2, 3 and 4 will be sent automatically 4 weeks before each term.
- It is the responsibility of the parent/guardian to negotiate the time and venue for the lesson with the NECOM teacher. If the lesson is at a school that allows instrumental lessons on the premises, parents must inform the School Administration of this arrangement.
- It is the responsibility of the Account Holder (parent/guardian) to notify the NECOM Office of any changes to their contact addresses and student enrolment details as soon as these details change.
- NECOM reserves the right to suspend or cancel enrolments if accounts remain outstanding (non-defaulting individual payment plans excluded).
- Accounts that remain unpaid are sent to appropriate agents for recovery. If recovery/legal action is undertaken, the Account Holder (parents/guardians/student) will be responsible for all expenses in relation to the collection of the out-standing amount including, but not limited to, all charges and fees, legal costs on an indemnity basis, and disbursements.
- Relevant NECOM policies and directions apply to parents/guardians/students. These policies may be varied at times by NECOM and up to date copies can be obtained upon request to NECOM.
- It is the parents' responsibility to ensure their child is delivered and collected punctually to the instrumental lesson. NECOM does NOT take responsibility for supervision of a child outside the lesson time and venue.
- Whilst all care is taken, NECOM accepts no liability for thefts, damage, accidents or injuries that may occur whilst on NECOM premises.

Term Fee Payment Dates & Options

Refer to Table of fees and payment dates overleaf. **NB: If your fee payment/instalment payment is not received in full or part by week 4 of each term, NECOM reserves the right to cease or suspend lessons.**

Payment Options

- o Early Bird Discount of \$10 Pay by the Friday before term starts and get a \$10 discount (Fri 2 February for Term 1, 2018)
- o Standard fee Pay by Friday of Week 3 in each term (Fri 23 Feb in Term 1, 2018)
- o Late Payment fee of \$35 Standard Payment deadline missed incurs an additional late penalty of \$35

Instalment Payment Plan

Pay term fee by instalments - contact NECOM office to agree on a payment plan

Lesson Attendance Policy: Terms & Conditions

Late Commencements, Missed Lessons & Refunds

- New students who enrol after the beginning of the term will be given a pro-rata reduction in tuition fees.
- It is the responsibility of parents and students to check school timetables/family diary etc to ensure there are no clashes with the instrumental lesson time and venue agreed with the NECOM teacher.
- Parents/students must give a minimum of 48 hours' notice to the NECOM instrumental teacher if they cannot attend a lesson so an alternative time can be negotiated. This includes lessons missed due to school activities (eg. carnivals, excursions) or other events.
- Lessons missed with less than 48 hours' notice, or without notice, are NOT eligible for a makeup lesson, refund or credit. Forgetting to attend a lesson or missing a lesson due to a school activity is not an acceptable reason.
- A make-up lesson may be made up at the discretion of the teacher if the student falls ill or has an accident on the day and notice was not possible to give to the teacher.
- Makeup lessons will be offered at the teacher's discretion by offering two alternative lesson times in the term that the lesson was missed. If the parents/student do not take up either of the alternative times, the makeup lesson is forfeited.
- In exceptional circumstances (e.g. serious prolonged illness or accident with a doctor's certificate), a request for credit or a refund must be made in writing by post or email (admin@necom.org.au) to NECOM.
- An administration fee of \$25 will apply if a credit or refund is approved.

Cancellation of Enrolment & Withdrawal from program

- Programs are designed for the full year of sequential activities and it is assumed that enrolment is for the full year.
- If you decide to stop having lessons, you must cancel your enrolment and withdraw from the annual program.
- **To cancel your enrolment you must:**
 - o **Notify NECOM office in writing (mail or email admin@necom.org.au) at least 4 weeks before the start of each term.**
- **If you do not cancel your enrolment, you will be automatically invoiced for your continuing enrolment and must pay the term fee.**
- A telephone call, text or casual conversation with your teacher does not constitute an official written notification to NECOM administration of your cancellation of enrolment.
- Failure to attend lessons does not constitute cancellation, withdrawal or deferment and fees will remain payable.
- If you forget or fail to give written notice to cancel your enrolment before the first week of the term, you will be liable to pay the full term fee as NECOM has contracted the teacher and booked the timeslot to deliver those lessons to the student.
- An administration fee of \$25 will apply if a credit or refund is approved.