

NEW ENGLAND CONSERVATORIUM OF MUSIC

2018 FOUNDATION MUSIC PROGRAM

- Instrumental lessons
- Ensembles
- Concerts
- Accompaniment



NECOM's Foundation Program establishes the vital foundations of good instrumental training while nurturing and inspiring children in their love of music and performance. The programs offer incomparable benefits including lessons with highly qualified and experienced NECTOM teachers, subsidised instrument hire, ensemble training, piano accompaniment tutorials, concerts and bursaries.

FOUNDATION PROGRAM OUTLINE

This comprehensive program provides a sequential training path that lays down the best music foundations possible. These inspire students to gradually build the skills and experiences they need to develop their innate musical talent:

1. Individual lessons 8 x 30 minute instrumental lessons each term given at school or NECTOM by NECTOM teachers
2. *Ensembles Weekly 45 minute tutorials with conductors/accompanist each term (Tues 4-4.45 OR Wed 5-5.45pm)
3. Piano accompaniment 1 x 30 minute lesson with a NECTOM accompanist each term
4. Concerts 2-4 Solo and Ensemble concerts each year provide essential performance training
5. Semester reports A progress report from the instrumental teacher

Instrumental Lessons

NECOM teachers provide instrumental lessons either at NECTOM or at a supportive school that encourages children in their music studies. Parents must notify and discuss their preference to have their children's instrumental lesson at school with their School Administration.

- String For students in Kinder upwards violin, cello
- Woodwind Usually for students in Yr 3 upwards flute, clarinet, saxophone, oboe, bassoon

*Ensembles – Tuesdays @ 4.00-4.45pm or Wednesdays @ 5.00-5.45pm

Playing music together with their peers provides significant and far-reaching benefits to young musicians. It inspires children to develop their listening, co-ordination, technical, social and communication skills. NECTOM provides Foundation string and woodwind/brass ensembles on Tuesday/Wednesday afternoons with specialist conductors and accompanists for the following ensembles:

- Puddledock String Ensembles K-Yr 2 violins + K-Yr 3 cellos Tuesdays 4.00 – 4.45pm
- Boorolong String Ensembles Yr 3+ violins & violas + Yrs 4+ cellos Tuesdays 4.00 – 4.45pm
- Huff'n'Puffs Ensemble Yr 3+ woodwinds and brass Wednesdays 5.00 – 5.45pm

ENROLMENT FEES per TERM

2018 FOUNDATION PROGRAM	Fee/Tm	Options
	\$365	Early Bird
	\$375	Standard
	\$410	Late Fee

5% discount available on annual fee if paid in advance

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 Fee	Fri 23/2	Fri 18/5	Fri 10/8	Fri 2/11
Late Fee	Payment after Standard Fee deadline passes			

2018 FOUNDATION ENSEMBLES REHEARSAL & PERFORMANCE Dates

TERM 1 - 10 tutorials
Tuesdays 6, 13, 20 & 27 February; 6, 13, 20 & 27 March; 3 & 10 April Open rehearsal: 10th April

TERM 2 - 8 tutorials
Tuesdays 1, 8, 15, 22 & 29 May; 5, 12 & 19 June Foundation Ensembles Concert: Tues 19 June @ 6.00pm

TERM 3 - 10 tutorials
Strings: Tuesdays 24 & 31 July; 7, 14, 21 & 28 August; 4, 11 & 18 September Foundation Solo Concerts: Tues 4, 11 & 18 Sept, 6pm

TERM 4 - 6 tutorials
Strings: Tuesdays 16, 23 & 30 October; 6, 13 & 20 November Foundation Ensembles Christmas Concert: Tues 20 Nov, 6pm

INSTRUMENT HIRE SERVICE

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

2018 NECTOM TERM DATES (based on NSW Public school terms)

(NECOM) Term 1, 2018	Term 2, 2018	Term 3, 2018	Term 4, 2018
05.02.2018-13.04.2018	30.4.2018-06.07.2018	23.07.2018-28.09.2018	15.10.2018-14.12.2018

FOUNDATION MUSIC PROGRAM INFORMATION

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 may suspend/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

Pay Full Year in Advance

Pay full year in advance and receive a 5% discount on annual fee. Refunds granted for withdrawals giving 6 weeks' notice less NECOM discount given.

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.