NECOM provides outstanding music education and instrumental training to a broad range of students throughout the New England region – to children right through to adults. As a member of the Association of NSW Regional Conservatoriums supported by the DEC (Dept of Education and Communities), NECOM currently provides students not only with lessons from qualified and experienced NECOM teachers but with opportunities for invaluable music extension support such as subsidised instrument hire, ensemble and orchestral training, specialist workshops with guest musicians, masterclasses, scholarships and bursaries for families needing financial support etc.

2015 INSTRUMENTAL LESSONS PROGRAM

Woodwind teacher Ms Wendy Champion provides individual or group instrumental lessons and ensemble tutoring in various primary and secondary schools in Inverell, Bingara, Warialda and at the Inverell Campus. Enrolment in the NECOM Instrumental Lessons Program provides 10 lessons each term (public school terms).

- Option 1 – average of 10 x 30 minute lessons shared by a group of 2 students per term - suitable for beginner students starting out.
- Option 2 – average of 10 x individual 30, 45 or 60 minute lessons per term
- Concerts, including rehearsals for concerts and music exams
- Casual ensemble tutorials and performances - when appropriate

Recommended Levels of Enrolment for Individual Lessons

The following levels and corresponding lesson times are recommended to reflect the student’s age, number of years learning, current instrumental technical skills and repertoire they would like to learn and perform at their personal best.

- Beginner Lessons: 30 minute lessons - performing repertoire up to Grade 1
- Intermediate Lessons: 45 minute lessons - performing repertoire equivalent to Grades 2-4
- Advanced Lessons: 1 hour lessons - performing repertoire equivalent to Grade 5 above

2015 NECOM Term Dates (based on public school terms)

|-------------------------------|-------------------------------|-------------------------------|-------------------------------|

Ensembles

It is highly recommended that students extend their instrumental studies with ensemble training by joining The Sapphire City Band or a school band. Australian and international research proves that the most accomplished and successful students are those who, from an early age, perform in ensembles in a non-competitive social environment with their peers.

Instrument Hire Service

NECOM hires out string, woodwind and brass instruments (fractional to full sizes) to families and students when the initial cost of buying an instrument is prohibitive. For information on available instruments and hire costs please contact the NECOM office.

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**Inverell Campus Office Hours during School Terms**
Fridays 9am-5pm
Tel: 02 6722 2023

**Armidale Office April Holiday Office Hours**
Thurs 9 & Fri 10 April, 9am-5pm
Thurs 16 & Fri 17 April, 9am-5pm

**Armidale Campus Office Hours during School Terms**
Mondays - Fridays 9am-5pm
All enquiries: admin@necom.org.au
Tel: 02 6773 6419

**Armidale Office July Holiday Office Hours**
Thurs 2 & Fri 3 July, 9am-5pm
Thurs 9 & Fri 10 July, 9am-5pm
2015 INSTRUMENTAL LESSONS PROGRAM

This is an important summary of our Enrolment Policy. Please read carefully and file for future reference.

Enrolment
- Programs are designed for the full year of sequential activities and it is assumed that enrolment is for the full year.
- All students (ongoing and new students) MUST be enrolled for the first term of lessons through the completion of the 2015 Enrolment Form. Ongoing students will not receive an automatic invoice and automatic enrolment.
- After the enrolment form is processed, invoices for Terms 2, 3 and 4 will be sent 3 weeks before each term commences.
- It is the responsibility of the Account Holder (parent/guardian/student) 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 (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 outstanding 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.
- Whilst all care is taken, NECOM accepts no liability for thefts, damage, accidents or injuries that may occur whilst on our premises.

Fee Payment Options

Payment Options
- Early Bird Discount: Pay by the Friday before term starts and get a $6 or $10 discount
- Standard Fee: Pay by Friday of Week 3 in each term
- Late Payment fee of $35: Standard Payment deadline missed incurs an additional late penalty of $35

Other Payment Options
- Instalment Payment Plan or Bursary Assistance - contact NECOM office

2015 Inverell Fees & Term Payment Dates

<table>
<thead>
<tr>
<th>Group Instrumental Lessons</th>
<th>Fee Options</th>
<th>Individual Instrumental Lessons</th>
<th>Fee Options</th>
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<tbody>
<tr>
<td>30 min lessons shared by 2 students</td>
<td>$169 Early Bird Discount</td>
<td>Beginner: 30 min lessons</td>
<td>$310 Early Bird Discount</td>
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<tr>
<td></td>
<td>$175 Standard</td>
<td>$320 Standard</td>
<td></td>
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<tr>
<td></td>
<td>$210 Late Fee</td>
<td>$355 Late Fee</td>
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</tr>
<tr>
<td>Intermediate: 45 min lessons</td>
<td>$470 Early Bird Discount</td>
<td>$480 Standard</td>
<td>$515 Late Fee</td>
</tr>
<tr>
<td>Advanced: 1 hour lessons</td>
<td>$630 Early Bird Discount</td>
<td>$640 Standard</td>
<td>$675 Late Fee</td>
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</tbody>
</table>

Deadlines for Payment Options 2015

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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</thead>
<tbody>
<tr>
<td>Early Bird Discount</td>
<td>Fri 30/1</td>
<td>Fri 17/4</td>
<td>Fri 10/7</td>
<td>Fri 2/10</td>
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<tr>
<td>Standard</td>
<td>Fri 20/2</td>
<td>Fri 8/5</td>
<td>Fri 31/7</td>
<td>Fri 23/10</td>
</tr>
<tr>
<td>Late Fee</td>
<td>Payment after Standard Fee deadline passes</td>
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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.

Withdrawal
- Notification to withdraw or defer lessons must be made in writing (mail or email admin@necom.org.au) to NECOM Administration at least 4 weeks prior to the commencement of each term.
- Where written notice of withdrawal is made after the term commences, the full term fee will be payable as NECOM has engaged the teacher and booked the timeslot to deliver those lessons to the student.
- A telephone call, text or conversation with the teacher does not constitute an official written notification to NECOM administration of withdrawal.
- Failure to attend lessons does not constitute withdrawal or deferment and fees will remain payable.
- An administration fee of $25 will apply if a credit or refund is approved.