

NEW ENGLAND CONSERVATORIUM OF MUSIC

2017 ADULT INSTRUMENTAL LESSONS

Strings: violin, viola, cello, double bass

Woodwind: flute, clarinet, saxophone, oboe, bassoon



NECOM's Adult Instrumental Program provides instrumental lessons to many adults who wish to learn an instrument for the first time or to relearn if they have not played since their childhood days. Often work and family commitments have decreased and they have time to pursue their interest and love of music. In addition, many see it as an enjoyable way to keep physically active and strong, to challenge the mind and brain, and to develop their creative and expressive skills.

As a member of the Association of NSW Regional Conservatoriums supported by the DoE (Dept of Education) NECOM is also able to offer adult students the following opportunities for support such as subsidised instrument hire, occasional music workshops with guest musicians, bursaries and concerts performances.

ADULT INSTRUMENTAL LESSONS PROGRAM

NECOM's program includes individual lessons with a NECOM teacher and concert opportunities to develop confidence and performance skills. Program activities include:

- Nine individual 30, 45 or 60 minute lessons per term with a NECOM teacher at the NECOM Campus
- 1-2 concerts each year, including rehearsals for concerts and music exams (if applicable)

RECOMMENDED LEVELS for ENROLMENT

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

30 minute Lessons: 9 x 30 minute lessons each term (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)

2017 Instrumental Program	Fee	Options
30 minute lessons (9/term)	\$355	Early Bird Discount
	\$365	Standard
	\$400	Late Fee
45 minute lessons (9/term)	\$540	Early Bird Discount
	\$550	Standard
	\$585	Late Fee
60 minute lessons (9/term)	\$710	Early Bird Discount
	\$720	Standard
	\$755	Late Fee

Deadlines for Payment Options 2017				
	Term 1	Term 2	Term 3	Term 4
Early Bird Discount	Term 1	Term 2	Term 3	Term 4
Standard	Fri 3/2	Fri 21/4	Fri 14/7	Fri 6/10
Late Payment	Payment after Standard Fee Deadline Passes			
Instalment Plan	Devise instalment payment plan with NECOM			

INSTRUMENT HIRE SERVICE

NECOM hires string, woodwind and brass instruments 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

2017 NECOM Term Dates (based on NSW Public School terms)

(NECOM) Term 1 2017	Term 2 2017	Term 3 2017	Term 4 2017
06.02.2017-07.04.2017	24.4.2017-30.06.2017	17.07.2017-22.09.2017	09.10.2017-19.12.2017

ADULT 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 2017 Enrolment & Payment form.
- After the 2017 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 Account Holder 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 adult students/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 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
- o Standard fee
- o Late Payment fee of \$35

Pay by the Friday before term starts and get a \$10 discount (Fri 3 February for Term 1, 2017)

Pay by Friday of Week 3 in each term (Fri 24 Feb in Term 1, 2017)

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.