

## PAYMENT OPTIONS

**Office Hours: MONDAY – FRIDAY: 10:00AM – 6:00PM**

### By Telephone:

Credit Card payment via phone may be made by calling 02 6925 3522 during office hours.

### In Person:

Call into our office during office hours:  
1 Simmons Street, Wagga Wagga

### Visit Allison Music:

85 Forsyth Street, Wagga Wagga  
Payment by Cash or Cheque only

### By Direct Deposit or Internet Banking: Not BPAY

#### Account Details:

Bank: Beyond Bank  
Account Name: Riverina Conservatorium of Music  
BSB No: 325 : 185  
Account No: 3871 3623  
Reference No: **Please quote your invoice number to ensure correct processing of this payment (Leave off #000 if there are too many numbers)**

### By Mail:

Enclose a Cheque or your Credit Card details on a remittance advice slip in an envelope and post to:  
*Riverina Conservatorium of Music*  
PO Box 6290, Wagga Wagga South, NSW, 2650

### Customer Payment Plans:

Payment plan options are available. Please visit our office during office hours for more details and to obtain an application form.

**PLEASE DO NOT GIVE CASH TO TEACHERS**

**PLEASE DO NOT POST CASH THROUGH THE MAIL**

Riverina Conservatorium of Music is the region's leading Institution for music education and music making. It is Supported by the Department of Education and Charles Sturt University.



1 Simmons Street, Wagga Wagga NSW  
2650  
*Mail:* PO Box 6290, Wagga Wagga  
South NSW 2650  
*Phone:* (02) 6925 3522  
*Email:* admin@rivconmusic.nsw.edu.au

**Terms and Conditions of Enrolment for 2024**  
Full version of The RCM Policies and Terms & Conditions available on:  
[www.rivconmusic.nsw.edu.au](http://www.rivconmusic.nsw.edu.au)

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## STANDARD SCHEDULE OF FEES

Lesson Length	Individual Lesson	Shared Tuition (2-4 Students)
20min	<b>\$32.80</b>	-
30min	<b>\$45.50</b>	<b>\$23.40</b>
45min	<b>\$66.80</b>	<b>\$34.80</b>
60min	<b>\$89.20</b>	<b>\$46.00</b>

*Please note: Travel Fees may apply for lessons at schools over 60kms out of Wagga Wagga*

## SCHEDULE OF FEES - MUSIC THEORY/AURAL

Lesson length	Music Theory Groups <u>per Term</u>
30 min	<b>\$92.50</b>
45 min	<b>\$141.50</b>
60 min	<b>\$183.50</b>

**Administration Fee per student per term \$10.00**

**Please note fees are reviewed each year**

# INTRODUCTION TO ENROLMENT

Your Enrolment Form gives the Riverina Conservatorium of Music (RCM) all the information needed and is valid for the period you are a currently active enrolled student of the RCM. Should any of the information you have completed on the Enrolment Form change during this time, you must let the RCM Administration know as soon as possible.

**Please refer to the Riverina Conservatorium of Music website for full details of Enrolment Terms & Conditions and the RCM Policy.**

## IMPORTANT TERMS & CONDITIONS FROM THE POLICY TO BE FAMILIAR WITH:

### ■ LESSON ENROLMENT

No person may engage the RCM in any Music Education without being a currently active enrolled student of the RCM. To become a currently active enrolled student you must have completed an enrolment form and paid all fees due. An Enrolment form can be collected from the RCM Office, downloaded or electronically submitted from the RCM website.

**Note:** This form must be signed by the parent/guardian if the **student is under 18 years of age**. By signing the RCM enrolment form you agree to you or your enrolled child's print or electronic image being used for promotional purposes of the Riverina Conservatorium of Music.

### ■ LESSON COMMENCEMENT

Lessons may only commence after the student has become a currently active enrolled student of the RCM (ie. a valid Enrolment Form has been completed and accounts settled). The RCM Administrator reserves the right to deny any student lesson commencement where these conditions are not satisfied.

### ■ PAYMENT OF ACCOUNTS

**ALL FEES ARE PAYABLE BEFORE LESSONS COMMENCE EACH TERM.**

Customer Payment Plan Application Forms are available, please contact Admin for further information. A separate Customer Payment Plan must be completed for each Term's Account. The RCM Deputy Director Finance and Admin reserves the right to decline a Customer Payment Plan Form where that customer has previously defaulted on an approved Customer Payment Plan.

Failure to comply with RCM Policy regarding full payment of your fees may result in the immediate suspension of lessons. Students may lose their position within the teachers' studio, resulting in being added to the bottom of that Department's waiting list. The issuing of any certificates, awards or reports may also be withheld until all fees are paid in full. Any costs associated with the recovery of outstanding fees will also be charged to your account.

The RCM Deputy Director Finance and Admin reserves the right to arrange payment plans in order to facilitate lesson delivery where there are specific financial circumstances.

### ■ LESSON CESSATION

**IMPORTANT:** Parents must inform the RCM Administration office & Teacher **prior** to the beginning of the term/year if lessons will **not** be continued into that term or year.

Where notification has not been made, a two-lesson notification charge will apply. It remains the student/parent/guardian's option to participate in these two lessons or to forfeit them.

**A two-week notice period will apply to ALL cessation occurrences made during the term.**

Where lesson cessation is the result of the RCM teacher, a replacement teacher or refund may be provided as determined by the RCM Deputy Director Finance and Admin.

### ■ MISSED LESSON RESPONSIBILITIES

Notification must be given to the RCM Teacher of any known future absences.

**\*\*Please note this includes absences due to SCHOOL ACTIVITIES.**

24 HOURS NOTICE is essential to entitle a makeup lesson to be given. Where 24 hours notice is not given, the right to a makeup lesson is forfeited.

Students will be entitled to a makeup lesson where the teacher is away for any reason.

**Note:** Under The National Employment Standards (NES), contracted salaries staff members are entitled to pro-rated personal/carers leave and therefore credits may be applied to a student's account under these circumstances as determined by the Deputy Director Finance and Admin.

**\*\*\*Makeup lessons can only accrue over two terms.\*\*\***

Makeup lessons must be booked in and completed no later than the end of the recess period of the following term in which the missed lesson occurs. See table (right). (RCM terms follow the NSW DoE schools calendar).

Lesson missed within:-	Makeup lesson owing to be conducted in:				
	Term 1	Term 2	Term 3	Term 4	Term 1 next Yr
Term 1	X	X			
Term 2		X	X		
Term 3			X	X	
Term 4				X	X

**Shared lessons** - makeup lessons are not applicable to shared lessons unless both parties have given notice as listed above. If any one party of the shared group attends the lesson, then that lesson is deemed to be conducted and therefore completed.

### ■ CREDIT POLICY

In general **NO** Credits will be given. The Deputy Director Finance and Admin may approve credits where exceptional circumstances apply. Please contact the RCM Deputy Director Finance and Admin to discuss.

### ■ INSTRUMENT HIRE

The RCM has a large range of instruments for hire to RCM enrolled students. Hire fees are added to each term's invoice which is payable in advance.

To hire an instrument, you must contact the RCM office and complete an Instrument Hire Agreement form. This must be signed by the parent/guardian of any student who is under 18 years of age. Identification documentation is required.

Term hire fee entitles the hirer to the use of the Instrument for one teaching term and will be charged each term until the instrument is returned. These fees are non-refundable. Detailed conditions concerning Instrument Hire are outlined on the Instrument Hire Agreement form.

The student/Parent/Guardian is fully responsible for the value of the Instrument if it is lost, stolen or damaged. It is recommended to have the Instrument listed in the Householders Insurance Policy as a Portable Specified Item.