



## 2025 Enrolment Confirmation & Media Consent Form

For statistical purposes Regional Conservatoriums are required by the Department of Education to collect certain data annually. We appreciate your cooperation in providing full details.

Student Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student Gender:** Male  Preferred Pronouns: He/His   
 Female  She/Her   
 Other  They/Their

Immediate family member of existing student: **Yes**  **No**

Is the student of Aboriginal or Torres Strait Islander background: **Yes**  **No**

Is the student from a non-English speaking background: **Yes**  **No**

Name of school student attends (if school-aged): \_\_\_\_\_

**OR** tick if student is Home-schooled

**If the student is under 18 please complete this section**

Parent / Guardian 1 – Full Name \_\_\_\_\_ Ph \_\_\_\_\_

Parent / Guardian 2 – Full Name \_\_\_\_\_ Ph \_\_\_\_\_

Home Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_ Ph \_\_\_\_\_

Are you aware of any condition or disability that may affect the student's learning process?  **Yes**  **No**

**Please provide details** \_\_\_\_\_

**PERMISSION FOR MEDIA APPEARANCES**

I give permission for myself, or child (as named above) to be photographed, named, filmed, and interviewed, in the circumstances outlined in the attached *Enrolment Information* brochure in *All News Media in Australia*, *Conservatorium newsletter*, *Conservatorium* and/or *DOE*-related promotions, and the Internet  **Yes**  **No**

**I understand that this consent remains until 31<sup>st</sup> December 2025. If I wish to change my consent, I will contact the office.**

**I have read, understood, and hereby agree to abide by the Conditions of Enrolment, as outlined in the latest Enrolment Information Brochure. I understand that this enrolment will continue until I give written notice for lessons to cease, and that 3 weeks' notice is required to cancel lessons.**

Signature of Student (if 18) or Parent/Guardian (if student is under 18) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return form to: Mitchell Conservatorium PO Box 1387 Bathurst 2795  
 or bathurst@mitchellconservatorium.edu.au Enquiries 6331 6622**

Instrument	Length of lesson	Day & Time	Teacher	Date to Start/ed

**Please turn over and complete for all students under the age of 18**



**To be completed for each student (under 18 years)  
attending lessons in Mitchell Conservatorium buildings**

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Staff must ensure, as part of their Duty of Care, that Infants and children (under the age of 18) do not leave the Conservatorium building until a parent/guardian or person designated by them comes to collect them. Parents/guardians are requested to ensure that their infant or child is aware that they must not leave until their parent/guardian or person designated by the parent or guardian comes to collect them.

Usual pick up arrangements:     Parent/Guardian  
  
                                                  Other authorised person/s  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not being picked up, I authorise my child to leave the building to:  
 Walk             Taxi             Bus  
  
 Other \_\_\_\_\_

If any deviation from the usual pickup procedure is necessary, I will inform my child's teacher in writing on each occasion.

Signed: \_\_\_\_\_

Parent/Guardian

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## Summary of Key Points to note at time of Enrolment

- **Term fees are payable in advance unless arrangements are made with the office at the start of each term.**
- **3 Weeks' Notice in writing is required to cancel lessons.**
- **Action in the event of non-payment of fees**  
In the event of the Customer being in default of their obligation to pay and the overdue account is then referred to a debt collection agency, and/or law firm for collection, the Customer shall be liable for the recovery costs incurred and if the agency charges commission on a contingency basis the Customer shall be liable to pay as liquidated debt, the commission payable by the Supplier to the agency, fixed at the rate charged by the agency from time to time as if the agency has achieved one hundred per cent recovery and in the event where the Supplier or the Supplier's agency refers the overdue account to a lawyer the Customer shall also pay as a liquidated debt the charges reasonably made or claimed by the lawyer on an indemnity basis.



[www.mitchellconservatorium.edu.au](http://www.mitchellconservatorium.edu.au)

Founding member of the Association of NSW Regional Conservatoriums • ABN 47 650 782 985

# **2025 ENROLMENT INFORMATION**

This brochure is an important statement of Terms & Conditions of Enrolment. Please read carefully and file for your reference.

**Executive Director: Andrew Smith**

**Contact details for all campuses**

**Mailing address – PO Box 1387, Bathurst 2795**  
**Phone 6331 6622 9.30am – 5.00pm Monday to Friday**  
**e-mail [bathurst@mitchellconservatorium.edu.au](mailto:bathurst@mitchellconservatorium.edu.au)**

## **BATHURST**

130 Havannah Street, Bathurst 2795  
Office Hours: 9.30am – 5.00pm Monday to Friday

## **LITHGOW**

4 Wylde St, Lithgow 2790

## **LACHLAN**

128 Lachlan St, Forbes 2871

## **2025 MITCHELL CONSERVATORIUM TERMS (40 WEEKS)**

Term 1 – Monday 3 February to Saturday 12 April (10 weeks)  
Term 2 – Monday 28 April to Saturday 5 July (10 weeks)  
Term 3 – Monday 21 July to Saturday 27 September (10 weeks)  
Term 4 – Monday 13 October to Saturday 20 December (10 weeks)

## **2025 FEE PAYMENT DUE DATES**

Term 1 – Friday 7<sup>th</sup> February  
Term 2 – Friday 2<sup>nd</sup> May  
Term 3 – Friday 25<sup>th</sup> July  
Term 4 – Friday 17<sup>th</sup> October

## **PAYMENT METHODS**

BPAY, EFTPOS, Cash or Credit Card (incl. over the phone)

Please notify the office if you are experiencing difficulties paying your account or to make payment arrangements

# ENROLMENT TERMS & CONDITIONS

1. Fees are payable in **advance** at the beginning of each term.
2. Enrolment is required for a minimum of one term.
3. An enrolment fee of \$50 is payable when first enrolling.
4. A levy (one per family) of \$20 (GST incl.) is collected at commencement of enrolment and each Term thereafter. It replaces most fundraising activities for the Conservatorium.
5. An administration Fee of \$20 (Max 3 students per family) is charged on the first invoice annually.
6. A non-refundable Account Reminder Fee of \$15.00 will be applied to all accounts **not paid in full** by the due date. This will be followed by a \$30 late fee if payment is not made.
7. Teachers' lesson times are booked by the office. If a student is unable to attend a lesson, as a courtesy, please notify the teacher or the Conservatorium. However, be aware that when a student/parent/guardian or school cancels a lesson - there is **NO REFUND** (except in special circumstances, such as illness/accident *(supported by medical certificate)*, in which case the teacher may consider making up the lesson).
8. If a teacher cancels a lesson and cannot make-up the lesson, then the teacher will advise the office to process a refund. **On this advice the refund will show as a credit on the following Term's invoice.** This does not apply to Ensembles.
9. School group tuition can include a combination of weekly group tuition with band workshops, band performances, assemblies and Eisteddfods. Any scheduled school group tuition missed by the student will not be refunded.
10. All ensembles are a flat rate per term, regardless of how many lessons are held. There are no refunds.
11. The Conservatorium reserves the right to discontinue/reassign any groups with insufficient enrolments at any time.
12. Cancellation of Lessons by parent/student **THREE WEEKS NOTICE IN WRITING** must be given to the office to cancel lessons. Upon receiving advice that lessons are to cease the office must notify the teacher as soon as practicable. If a student withdraws during a term with the appropriate notice, a refund will be made for lessons not received that would fall outside of the three weeks. If insufficient notice or no notice is received in writing, then fees will not be refunded.
13. Notice of cancellation (not returning) for the next term/year. Each student enrolment continues from Term to Term and Year to Year. Therefore, three weeks written confirmation to cancel lessons is required otherwise it is assumed lessons are continuing and fees will not be refunded.
14. A student will not be permitted to continue in lessons when fees are overdue. This also applies if fees are unpaid in relation to any other family member.
15. The Conservatorium reserves the right to request each Terms payment in full, in advance if there has been a previous bad debt history. Lessons cannot commence until this payment has been received.
16. If lessons are booked, agreement to these Terms and Conditions is implied even if the Enrolment Confirmation & Media Consent Form is not completed, signed and returned. Use of Mitchell Conservatorium's services implies agreement.
17. In the event of the Customer being in default of their obligation to pay and the overdue account is then referred to a debt collection agency and/ or law firm for collection, the Customer shall be liable for the recovery costs incurred; and if the agency charges commission on a contingency basis the Customer shall be liable to pay, as a liquidated debt, the commission payable by the Supplier to the agency, fixed at the rate charged by the agency from time to time as if the agency has achieved one hundred per cent recovery. In the event where the Supplier or the Supplier's agency refers the overdue account to a lawyer the Customer shall also pay as a liquidated debt the charges reasonably made or claimed by the lawyer on an indemnity basis.
18. Any concerns or grievances by parents/students should be addressed in writing to the Executive Director.

## MITCHELL CONSERVATORIUM INC'S CHILD PROTECTION POLICY

All Mitchell Conservatorium teachers have been screened by the relevant Child Protection Screening authority and undergo regular Child Protection Training. Staff and parents must ensure that children do not leave a Conservatorium building until a parent or authorised guardian comes to collect them.

### PERMISSION FOR MEDIA APPEARANCES

From time to time the media approach the Conservatorium requesting co-operation in photographing, filming or interviewing students. The Conservatorium also seeks to promote the achievements of students by naming them in material provided to the media or by arranging for them to be included in photographs for newspapers and the Internet or vision for television stories. The Mitchell Conservatorium's Enrolment form contains a section titled "Permission for Media Appearances", which allows you to either give or withhold your consent for various media outlets. This form must be completed each year to ensure our records are up to date and comply with each parent's individual wishes.

**The Enrolment Confirmation & Media Consent form must be signed, completed and returned annually.**

#### **INSTRUMENT HIRE \$93.50 (GST incl.) per term (*plus a refundable deposit*)**

The Conservatorium has a limited number of instruments for hire to students enrolled in individual lessons. After an initial period of 12 months the instrument may be required to be returned to allow other students the same opportunity.

A refundable deposit of \$88 on an instrument valued to \$800, or \$220 on an instrument valued over \$800, is required before the instrument can be collected. The deposit will be refunded after inspection of the returned instrument. Any damage other than normal wear and tear is the responsibility of the hirer.

#### **SCHOLARSHIPS**

Auditions are usually held in Term 3 for students to be awarded a scholarship for the following year. Please check with the office, your teacher or the web site for details.

#### **BURSARIES**

A limited number of bursaries are available on a financial needs basis. Please see your Conservatorium office for details & application forms.



# TERM FEES

Invoices are automatically issued for the full Term (ie 10 weeks or 5 weeks if lessons are fortnightly). If the teacher is absent, any refunds given will be applied to the following Term. Note – there are no refunds on Ensembles.

Mitchell Conservatorium is a not-for-profit organisation. We appreciate your Term fees being paid by the due date.

## **2025 TERM FEES: (Average 10 week Term)**

Mitchell Conservatorium reserves the right to update these prices & conditions from time to time. All tuition prices are GST free.

<b>Enrolment Fee</b> (see conditions no.3)	\$ 50.00
<b>Levy</b> (see conditions no.4)	\$ 20.00
<b>Administration Fee</b> (see condition no.5)	\$ 20.00

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### **INDIVIDUAL TUITION**

30 minute	\$509.00
45 minute	\$718.00
60 minute	\$878.50

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### **SCHOOL BAND TUITION**

School Groups (small 30 min groups)	\$295.00
20 minute individual special rate	\$370.00

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### **ENSEMBLES**

There are a number of ensembles and bands available at the Con. Please check with your teacher, our website or contact the office for more information.

**Please notify the office if you are experiencing difficulties paying your account to avoid late fees.**

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### **Health and Safety Note:**

We kindly ask that if the student is experiencing any symptoms of illness (fever, cough, runny nose etc.) they notify their teacher and do not attend the lesson.