



Orange Regional Conservatorium
2018 ENROLMENT FORM

ORC Administration:
02 6361 7974
admin@orangecon.org.au
73a Hill Street
PO Box 859
Orange NSW 2800

Student Details		Date:
Given Names:		
Surname:		
Date of Birth:	Gender: M / F <i>(please circle)</i>	
Are you an adult, school student or early childhood student? <i>(please circle)</i>	Adult / School / Early Childhood	
<i>*complete for school age students only</i> Name of School attending in 2018: School Grade (2018):		
Student Health		
Do you or your child suffer from a medical condition, allergy or a disability? Y / N <i>(please include learning disabilities if applicable)</i>		
If yes, please provide details:		
School Student and Adult Student /Account Contact Details <i>(* If student is under 18 years – please provide name and contact details of Parent and/or Guardian)</i>		
Adult Student: *Parent/Guardian Name:		
Relationship to student:		
Phone – home:		
Phone – work:		
Phone – mobile:		
Email:		
Address:		
Emergency Contact Name: Relationship to student: Phone:		
Account Email Details		
The Orange Regional Conservatorium will send your invoices at the beginning of each school term		
Please provide details of your email address: <i>(if different from the above)</i>		
Would you like to receive regular email newsletters and updates: Y / N		
Tuition Details (if known):		
Instrument / Ensemble / Subject	Lesson Length	
	20min / 30min / 45min / 60min	
Preferred Days of week and Times		

Please continue over page

Demographic Details

As part of our requirements with the NSW Department of Education & Communities (DEC), we are required to provide the following information about our students. Please answer the following questions:

Is the student of Aboriginal or Torres Strait Islander descent? **Y / N** (please circle)

Does the student live remotely?
(Travels more than one hour to tuition) **Y / N**

Does the student speak a language other than English at home?
If yes, what language is also spoken? **Y / N**
Language:

Photography / Video Permission

The Orange Regional Conservatorium and / or the NSW Department of Education & Communities may use photographic or video images of my child or myself for promotional or educational purposes.

Do you provide permission for you and/or your child to be photographed or videoed for these purposes? **Y / N** (please circle)

Terms & Conditions

- All lessons are to be paid in advance and within 14 days of the date of invoice. Lessons **will not** commence until payment has been received. You can discuss a payment plan with Administration, but it must be agreed before lessons commence.
- If you miss a payment on a payment plan, lessons will be suspended immediately until payments are up-to-date.
- Enrolment is usually required for a minimum of one school term i.e. 10 weeks (unless enrolled on a 5-week trial package).
- A late fee of \$10.00 will be applied to overdue accounts.
- Discontinuing students must give two weeks (2 lessons) notice in writing to ORC Administration.
- You must give the ORC at least 24 hours notice to cancel your lesson. If you fail to provide the appropriate notice, the lesson will be forfeited and the fee is non-refundable. If appropriate notice was provided, a student is entitled to a make-up lesson or a credit will be applied to the subsequent term's invoice.
- The ORC will only provide a **maximum of two make-up lessons/credits per school term** – no refunds will be issued (unless approved by Management), and a request is received in writing.
- Make-up lessons are to be conducted by the end of the first week of the succeeding school holiday period at a time agreed to by teacher and student.
- Costs of Recovery - The debtor/s shall pay for all costs actually incurred by Orange Regional Conservatorium in the recovery of any monies owed under this Agreement including recovery agent costs, repossession costs, location search costs, process server costs and solicitor costs on a solicitor/client basis.
- We will endeavour to always provide you with one tutor throughout your music education however, in some circumstances, tutors may change. We will provide you with due notice if this may be the case.
- A one-off enrolment fee of \$10.00 will be applied to all new individual lesson enrolments, which includes a *Music Practice Diary* which can be collected from ORC Admin after payment.

For full enrolment terms and conditions visit www.orangecon.org.au

Agreement to Enrol:

I have read and understand the Terms & Conditions of enrolment:

Parent/Guardian if student is under 18 years

Name: _____

Signature: _____

Date: _____

Orange Regional Conservatorium is supported by



Education & Communities