



**CENTRE FOR  
YOUTH & COMMUNITY  
MUSIC**

# STUDENT ENROLMENT FORM

**Please complete and return to the CYCM Administration Office before the commencement of the Term.**

**Email:** [cycm@cdu.edu.au](mailto:cycm@cdu.edu.au) **Fax:** 08 8946 6540 **By Hand:** CDU Casuarina Campus, Building Orange 6.1.07

**Post:** Centre for Youth and Community Music, Charles Darwin University, Darwin NT 0909 Australia

SECTION A – STUDENT STATUS	
<input type="checkbox"/> New student	<input type="checkbox"/> Continuing student

SECTION B – STUDENT DETAILS					
Surname		Given Names			
Date of Birth		Gender		<input type="checkbox"/> M <input type="checkbox"/> F	
Relevant Medical Conditions					
Parent / Guardian Full Name					
Postal Address			Postcode		
Contact Details	BH	AH	Mobile		
E-mail					

SECTION C – EMERGENCY CONTACT		
Contact Name	Contact Phone	

SECTION D – ENROLMENT DETAILS			
<b>1. Individual Lessons</b>			
Preferred Instrument	Tutor Name	Duration <input type="checkbox"/> 30 mins <input type="checkbox"/> 45 mins <input type="checkbox"/> 60 mins	
Preferred Lesson Time & Day			
<b>2. Small Group Lessons</b> <i>(Subject to Availability)</i>			
Instrument	Tutor Name		
Preferred Lesson Time & Day			
Contact the office on 8946 6013 for tuition fee			
<b>3. AMEB Musicianship</b>			
<input type="checkbox"/> Preliminary	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Other	
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 3		

<b>4. Early Childhood and Junior Music Program</b> <input type="checkbox"/> Music and Movement (Ages 0–4) <input type="checkbox"/> Program 1 – First Steps (Ages 3–5) <input type="checkbox"/> Program 2 – Soundscapes (Ages 5–7) <input type="checkbox"/> Program 3 – Little Voices (Ages 5–7)	<b>5. Classes</b> <input type="checkbox"/> Acting (Ages 8 – 10) <input type="checkbox"/> Acting (Ages 11 – 17) <input type="checkbox"/> Keyboard Group (Ages 4 – 7) Contact office for available times.															
<b>6. Ensemble Program (*Audition Required)</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Advanced Chamber Ensemble *</td> <td style="width: 33%;"><input type="checkbox"/> Baroque Ensemble</td> <td style="width: 33%;"><input type="checkbox"/> Guitar Ensemble</td> </tr> <tr> <td><input type="checkbox"/> Youth Orchestra *</td> <td><input type="checkbox"/> Galway Flutes</td> <td><input type="checkbox"/> Clarinet Choir (Adult)</td> </tr> <tr> <td><input type="checkbox"/> Junior Strings</td> <td><input type="checkbox"/> Adult Wind Ensemble</td> <td><input type="checkbox"/> Adult String Ensemble (Beginner–Intermediate)</td> </tr> </table> <b>Choirs (Vocal Development Groups)</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Little Voices (Ages 5–7)</td> <td style="width: 33%;"><input type="checkbox"/> Youth Choir (Ages 12–17)</td> <td style="width: 33%;"><input type="checkbox"/> Still Belting out (Senior Citizens)</td> </tr> <tr> <td><input type="checkbox"/> Growing Voices (Ages 7–11)</td> <td><input type="checkbox"/> VoxCrox (Adults choir)</td> <td></td> </tr> </table>		<input type="checkbox"/> Advanced Chamber Ensemble *	<input type="checkbox"/> Baroque Ensemble	<input type="checkbox"/> Guitar Ensemble	<input type="checkbox"/> Youth Orchestra *	<input type="checkbox"/> Galway Flutes	<input type="checkbox"/> Clarinet Choir (Adult)	<input type="checkbox"/> Junior Strings	<input type="checkbox"/> Adult Wind Ensemble	<input type="checkbox"/> Adult String Ensemble (Beginner–Intermediate)	<input type="checkbox"/> Little Voices (Ages 5–7)	<input type="checkbox"/> Youth Choir (Ages 12–17)	<input type="checkbox"/> Still Belting out (Senior Citizens)	<input type="checkbox"/> Growing Voices (Ages 7–11)	<input type="checkbox"/> VoxCrox (Adults choir)	
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**SECTION E – ACKNOWLEDGEMENT**

The CYCM may use photographs from events in our publicity and promotional material. (Signing this form gives your approval.)  
 Please tick this box if you **do not** want your / your child’s photos to be used for this purpose.

**I have read, understood and agree to abide by the CYCM Terms and Conditions.**

Parent / Guardian / Student Signature	Print Name	Date
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**SECTION F – SCHOOL SPORTS VOUCHER**

Please tick this box if you are presenting an NT Government \$100 School Sports Voucher for payment/part payment.

**SECTION G – PAYMENT DETAILS**

Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> Master Card	Cardholder’s Name (Print Name)		
Card Number		Expiry (month/year)	____ / ____	CW _____

I authorise the Centre for Youth and Community Music to debit my credit card with the amount of \_\_\_\_\_.\*  
 I certify that I am over 18 years of age.

Signature \_\_\_\_\_

\*This is not a tax invoice. A receipt for the amount paid can be forwarded to you on receipt of the application and once payment is cleared.

T. (08) 8946 6013 E. cycm@cdu.edu.au | Casuarina Campus, Orange 6, Ellengowan Drive | Darwin, Northern Territory 0909 Australia



## TERMS and CONDITIONS

1. **LOCATION** – All lessons will be conducted at the Centre for Youth and Community Music, Charles Darwin University campus unless organized and communicated by the director.
2. **ENROLMENTS** – All new enrolments and any enrolment changes must be made through the CYCM Administration Office.
3. **RE-ENROLMENT** – Re-enrolment from one school term to the next term is automatic each year. For re-enrolment for the following academic year, students must re-enrol to confirm their place.
4. **TUITION FEES** – Tuition fees must be paid in full within the Enrolment Periods prior to commencing lessons and are non refundable if you change your mind. An enrolment will not be processed until payment is received.
5. **PAYMENTS** must be made at the CYCM office prior to the start of term. **No unpaid lessons will be delivered.** Payments can be made via credit card or cash at the CYCM office (Charles Darwin University, Building Orange 6.1.07), or Online ([www.cdu.edu.au/cycm](http://www.cdu.edu.au/cycm)), bank transfer or cash, a reference number will be provided for payment as invoices are no longer used.
6. **REFUNDS** – In general, students are enrolled for a full course of 8 lessons and generally no refunds are issued except in the case of complete withdrawal or where make up lessons cannot be delivered. Refunds or credit towards future classes may be available only in extenuating circumstances and will be considered on a case by case basis by the Director.
7. **CANCELLATION / WITHDRAWAL** – Must be advised in writing, seven (7) days in advance.
8. **MAKE-UP LESSONS** – Make-up lessons will only be permitted in the event of tutor absence and they will be arranged between the student and the tutor.
9. **GROUP CLASS OR ENSEMBLE** – Small Group Lessons and CYCM Ensembles are group teaching situations and as such require a minimum number of students in order to operate effectively, therefore:
  - a. Cancellations from a group class, once a student has commenced, will not be possible without incurring the fee for the full term.
  - b. It will not be possible to reimburse or credit lessons missed by the student in any group class or ensemble.
  - c. In the event your tutor is absent, the lesson will be taken by a substitute tutor or a make-up class arranged where possible.
10. **PHOTOGRAPHY** – It is anticipated that the CYCM will take photos of concerts, events, or of teaching which may be used in newsletters, on the website and in promotional material. If you object to photos of you/your child being used in this manner please indicate so at the time of enrolment.
11. **TERMS & LESSONS** – There are four terms in a CYCM calendar year and 10 weeks in each term. Within each term, students have 8 lessons. Lessons take place during the week and on Saturdays. Students should ensure that they are able to attend the full course of 8 lessons.
12. **EXTRA LESSONS** can be arranged for an additional fee through the CYCM Administration Office. Subjected to Tutor availability.
13. **TUITION TIMES** – For Individual Lessons and Small Group Lessons, tuition times are negotiated between the tutor and parent or student so that lessons are mutually suitable to all parties. Ensemble Programs lesson times are published prior to the commencement of the term.

- 14. INSTRUMENTS** – We provide pianos and keyboards for these classes. Other students must bring their own instrument to lessons. Keyboard and piano students should have access to a keyboard or piano at home for practice.
- 15. USE OF THE ROOMS** – rooms are available for students' personal practice during CYCM opening times; booking in advance is advised to ensure room availability; subject to room availability.
- 16. ADDITIONAL COSTS** – Books, music, accessories, accompanist's fees, recordings and entry fees (to competitions, AMEB exams, etc) are an extra cost for students.
- 17. STUDENT APPROVAL FOR ACADEMIC RESEARCH** – Academics music tutors at CYCM may approach their students to participate in Academic Music Research, for this reason you may be asked to participate in the research to assist with the research outcomes.
- 18. PUBLIC HOLIDAYS** – Public holidays are classified as normal teaching days. Tutors are required to notify the student if they intend not to teach on a public holiday. CYCM administration Office will be closed during public holidays.

CYCM endeavours to provide the best possible musical education for our students. If any problems arise concerning this service please contact the CYCM Office and every effort will be made to resolve the issue. CYCM has the final discretion to alter or amend any tuition arrangements after due consultation with students, parents and tutors.

CYCM reserves the right: to decline or cancel an enrolment:

- In any of its courses
- Classes at any time
- Classes due to insufficient enrolment numbers
- Programs at any time
- To change the teacher for any tuition at any time

**I acknowledge that I have read and agree to the above Terms and Conditions.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PRINT**

**SUBMIT**

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## TUITION FEES

Tuition Type	Duration / Frequency	Fee
Individual Lessons (8 lessons per term)	30 minutes each	\$324.00 per term
	45 minutes each	\$486.00 per term
	60 minutes each	\$648.00 per term
Ensemble Program	8 sessions per term	\$124.00 per term
Early Childhood and Junior Music Program	8 sessions per term	\$124.00 per term
Keyboard Classes (Maximum 8 per group)	8 sessions per term	\$124.00 per term
Acting (Maximum 10 per group)	8 sessions per term	\$150.00 per term
AMEB Musicianship / Music Craft	8 lessons per term	\$75.00 per term
Music Appreciation	8 lessons	\$35.00 Adult / \$25.00 Seniors
<p><i>All prices are GST inclusive.</i>  <i>* Free when student is enrolled in any CYCM lessons.</i></p>		

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