

# Certificate of Teaching

CT ABRSM fast-track  
residential course

Entry information 2010

**Who is the course for?** The CT ABRSM fast-track residential course is an open access course. You are not required to hold any qualifications in order to be considered for a place. The course is suitable for all experienced instrumental and vocal teachers looking for further professional development.

**To apply** you must

- be able to attend all sessions on the dates specified at the UK centre
- be teaching a minimum of five pupils on a regular basis
- have a minimum of one year's teaching experience
- be over 21 years old

**Venue & dates** Regional centre and provisional dates for 2010 (subject to demand)

Regional centre Beeches Conference Centre  
Selly Oak Road  
Bournville  
Birmingham B30 1LS

Study Session 1 Saturday 13 – Tuesday 16 February 2010

Study Session 2 Friday 16 – Sunday 18 April 2010

Study Session 3 Friday 4 – Sunday 6 June 2010

**Centre information** During the CT ABRSM fast-track residential course, full-board accommodation, in comfortable surroundings, is provided for students on the ten full days of study at the regional study centre. Students must be resident at the centre for the duration of the course.

It is not usually possible to include a student who is the sole applicant for his or her particular specialism at the residential centre.

## Course fees 2010

- £2,900 inclusive of an administration charge of £100. The administration charge will be waived if you choose to pay in full by Monday 25 January 2010 (Options 1 and 2) or Monday 1 February 2010 (Option 4).
- Please make cheques payable to **ABRSM**.
- The £100 registration fee is non-refundable except in circumstances where the course is cancelled.

## Financial support from an employer or other sponsor

It may be possible for students to receive a contribution towards their course fees from their employer or another sponsor. If this is the case, a signed letter of support from the sponsor should be enclosed with the application. The letter should indicate the extent of the financial contribution and give full details of the sponsor. Failure to enclose a letter of support with the application may result in a student not being accepted on to the course.

**Financial assistance** For information on financial assistance to support your learning, please visit [www.direct.gov.uk/adultlearning](http://www.direct.gov.uk/adultlearning) or telephone 0800 100 900.

**Education trust funds** There are trust funds which support continuing adult professional development. Reference may be made to the *Rhinegold Guide to Music Education* (Rhinegold Publishing Ltd) or the *Directory of Grant-Making Trusts* (Charities Aid Foundation).

## Payment options

### Option 1 Payment in full by cheque

Any payments received after the due date will attract an administration charge of £100.

	<i>amount</i>	<i>due date</i>	<i>method</i>
Registration fee	£100	Upon application	Cheque
Course fee	£2,700	To be received by Monday 25 January 2010	Cheque
<b>Total fee</b>	<b>£2,800</b>		

### Option 2 Payment in full by credit/debit card

For those students opting to pay by credit/debit card, a mandate form will be issued for completion on acknowledgement of their application. Any payments received after the due date will attract an administration charge of £100.

	<i>amount</i>	<i>due date</i>	<i>method</i>
Registration fee	£100	Upon application	Cheque
Course fee	£2,700	To be received by Monday 25 January 2010	MasterCard, Visa, Maestro or Delta
<b>Total fee</b>	<b>£2,800</b>		

### Option 3 Payment by instalments

For those students opting to pay by instalments, a standing order form will be issued for completion on acknowledgement of their application. Please note that payment by instalments is not available to those students receiving financial support from a sponsor.

	<i>amount</i>	<i>due date</i>	<i>method</i>
Registration fee	£100	Upon application	Cheque
Course fee	£1,000	Including an administration charge of £100 To be received by Monday 25 January 2010	Cheque
	£1,800	Three equal instalments of £600 on Monday 8 March, Thursday 8 April and Friday 7 May 2010	Bank standing order only
<b>Total fee</b>	<b>£2,900</b>		

### Option 4 Payment including financial support from an employer or other sponsor

A confirmation letter from the sponsor giving full details of any financial support must be enclosed with this application. The applicant must pay any amount not being met by external funding either by cheque, credit card or debit card. Payment by instalments is not available to those students receiving financial support from a sponsor. The external funding contribution and balance of payment by the applicant of £2,700 is due by Monday 1 February 2010. Any payments received after the due date will attract an administration charge of £100.

	<i>amount</i>	<i>due date</i>	<i>method</i>
Registration fee	£100	Upon application	Cheque
Course fee	£2,700	External funding contribution and balance of payment by applicant to be received by Monday 1 February 2010	Cheque, MasterCard, Visa, Maestro or Delta
<b>Total fee</b>	<b>£2,800</b>		

**Terms and conditions** Please note the following terms and conditions with respect to payment of course fees.

- All course fees and other charges become due for payment as prescribed above once a student is formally accepted on the course.
- Failure to make payment, including administration charges, within 30 days of the due date may lead to disqualification from the course.
- Students who do not complete the course are still considered to be liable to pay the course fees in full.
- Reimbursement of course fees for students failing to complete the course is at the discretion of the Course Director.
- Payment of fees under Option 3 is a concession that ceases automatically in the event that any instalment remains unpaid for 30 days or more. Upon cessation of the instalment arrangement, any course fees unpaid at that date become due immediately.
- Students choosing to pay under Option 3 are reminded to ensure that their standing order ceases after payment of the final instalment.
- Students choosing to pay under Option 4, where third party support is being given for payment of course fees, are reminded that the ABRSM considers the student to be liable to ensure that payments are made by the appropriate due dates. Failure to make payments within the prescribed deadlines could lead to administration charges and/or disqualification from the course.

**Closing date** The closing date for applications for the 2010 course is Monday 7 December 2009.

**Further information** For more information about any aspect of the CT ABRSM course contact

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