

Certificate of Teaching

CT ABRSM one year
part-time course

UK entry information 2009–10

Who is the course for? The CT ABRSM one year part-time 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 resident in the United Kingdom
- 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

Venues & dates Regional centres and provisional dates for 2009–10 (subject to demand)

<i>Regional centre</i>	<i>Initial week 2009</i>	<i>Weekend 1 2009</i>	<i>Weekend 2 2010</i>	<i>Weekend 3 2010</i>	<i>Weekend 4 2010</i>
Edinburgh St Mary's Music School	Thursday 22 – Sunday 25 October	Saturday 5 – Sunday 6 December	Saturday 13 – Sunday 14 February	Saturday 17 – Sunday 18 April	Saturday 22 – Sunday 23 May
*London City of London Boys School	Monday 26 – Thursday 29 October	Saturday 5 – Sunday 6 December	Saturday 20 – Sunday 21 February	Saturday 17 – Sunday 18 April	Saturday 5 – Sunday 6 June
Manchester Royal Northern College of Music	Thursday 29 October – Sunday 1 November	Saturday 12 – Sunday 13 December	Saturday 20 – Sunday 21 February	Saturday 17 – Sunday 18 April	Saturday 29 – Sunday 30 May

* *Percussion is only available at the London centre*

Centre information It is not usually possible to accommodate a student who is the sole applicant for his or her particular specialism at a regional centre. However, if this situation arises, applicants will be offered an alternative venue wherever practical.

The CT ABRSM one year part-time course is non-residential and students are responsible for making their own arrangements for any overnight accommodation they may require.

Course fees 2009–10

- £2,190 inclusive of an administration charge of £100.
The administration charge will be waived if you choose to pay in full by Friday 9 October 2009 (Options 1 and 2) or Monday 2 November 2009 (Option 4).
- Please make cheques payable to **ABRSM**.
- The £100 registration fee is non-refundable except in circumstances where a student wishes to withdraw because their first choice centre is not available.

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 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	£1,990	To be received by Friday 9 October 2009	Cheque
Total fee	£2,090		

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	£1,990	To be received by Friday 9 October 2009	MasterCard, Visa, Maestro or Delta
Total fee	£2,090		

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	£650	Including £100 administration charge To be received by Friday 9 October 2009	Cheque
	£1,440	Three equal instalments of £480 on Monday 8 February, Monday 8 March and Thursday 8 April 2010	Bank standing order only
Total fee	£2,190		

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 £1,990 is due by **Monday 2 November 2009**. 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	£1,990	External funding contribution and balance of payment by applicant to be received by Monday 2 November 2009	Cheque, MasterCard, Visa, Maestro or Delta
Total fee	£2,090		

Terms and conditions Please note the following terms and conditions with respect to the 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 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 2009–10 course is Monday 21 September 2009.

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

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