

# Teaching Music Effectively

Entry information 2009–10

**Who is the course for?** Teaching Music Effectively is a three-month, part-time course, designed to help develop teaching skills and build confidence. This course is ideal for all music teachers, both new to the profession or simply looking for a fresh approach.

**To apply** you must

- be 18 years old or over
- be teaching at least one student prior to, and during, the course

Although there is no performing prerequisite for this course, we recommend that you are Grade 5+ on your chosen instrument.

Please note that all students, except pianists, should bring their instrument to the study days.

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

Regional centre	<b>Study day 1</b> <i>2010</i>	<b>Study day 2</b> <i>2010</i>	<b>Study day 3</b> <i>2010</i>	<b>Study day 4</b> <i>2010</i>
<b>London</b> ABRSM, Portland Place	Saturday 20 February	Sunday 21 February	Saturday 24 April	Sunday 25 April
<b>Bristol</b> The Red Maid's School	Saturday 17 April	Sunday 18 April	Saturday 19 June	Sunday 20 June

Further information will be included in a letter of confirmation.

## Course fees 2009-10

- £650 per person inclusive of a registration fee of £85.
- A £50 administration charge will be applied to payments received after the due date and for those wishing to pay the course fee by instalments. The administration charge will be waived if you choose to pay in full by the due date specified overleaf.
- The registration fee of £85, payable on application, is non-refundable except in circumstances where a student wishes to withdraw because their choice of centre is not available.
- A discount on the course fee is available to organisations booking places for multiple teachers. All group bookings must be submitted together. Those who have completed the Teaching Music Effectively course are eligible for a £100 discount from the Certificate of Teaching (CT ABRSM) course, if they submit their application within two years of completing the Teaching Music Effectively course.
- Please make all cheques payable to **ABRSM**.

## Financial support from an employer or other sponsor

It may be possible for a student 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.

## Educational trust funds

There are trust funds that 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), which can be found in most libraries. You may also find information regarding funding sources at [www.family-action.org.uk/1037](http://www.family-action.org.uk/1037)

## Payment options

### Option 1 Payment in full by cheque

Any payments received after the due date will attract an administration charge of £50.

	<i>amount</i>	<i>London due date*</i>	<i>Bristol due date*</i>	<i>method</i>
Registration fee	£85	Upon application	Upon application	Cheque
Course fee	£565	Monday 8 February 2010	Monday 12 April 2010	Cheque
<b>Total fee</b>	<b>£650</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 £50.

	<i>amount</i>	<i>London due date*</i>	<i>Bristol due date*</i>	<i>method</i>
Registration fee	£85	Upon application	Upon application	Cheque
Course fee	£565	Monday 8 February 2010	Monday 12 April 2010	MasterCard, Visa, Delta or Maestro
<b>Total fee</b>	<b>£650</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>London due date*</i>	<i>Bristol due date*</i>	<i>method</i>
Registration fee	£85	Upon application	Upon application	Cheque
1st instalment	£205	Monday 8 February 2010	Monday 12 April 2010	Cheque
2nd and 3rd instalment	£410 in two equal instalments of £205	Monday 8 March and Thursday 8 April 2010	Wednesday 12 May and Monday 14 June 2010	Standing order only
<b>Total fee</b>	<b>£700</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.

	<i>amount</i>	<i>London due date*</i>	<i>Bristol due date*</i>	<i>method</i>
Registration fee	£85	Upon application	Upon application	Cheque
Course fee	£565	Monday 15 February 2010	Monday 12 April 2010	Cheque, MasterCard, Visa, Delta or Maestro
<b>Total fee</b>	<b>£650</b>			

\* Please note that due dates are dates by which payments need to be received by ABRSM

## 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 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 dates

The closing dates for applications for the 2009–10 courses are

**London** Monday 25 January 2010

**Bristol** Monday 29 March 2010

## Further information

For more information about any aspect of the Teaching Music Effectively course, contact

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