

Registration Form

Full name (first and last name)	:	
Date of birth	:	
Address	:	
Postcode / City	:	
Phone number	:	
E-Mail	:	
Parents/Guardian information (first and last name)	:	
Address	:	
Postcode / City	:	
Phone number	:	
E-Mail	:	

Desired music lesson	:	<input type="checkbox"/> Piano
Duration of each lesson	:	<input type="checkbox"/> 30 Min <input type="checkbox"/> 45 Min <input type="checkbox"/> 60 Min <input type="checkbox"/> 90 Min
Number of lessons per week	:	
Publication of student's photos and videos	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> With prior agreement on each case

General Provisions

School regulation

The undersigned hereby confirms having received the school regulations. He/she accepts the provisions contained therein in full.

Terms of the agreement

The tuition agreement with the Swiss School of Music shall come into force upon signing of the application form or no later than the first lesson received by the student.

The tuition agreement shall be concluded for an indefinite period and may be terminated by either side upon a prior notice before the end of a semester as described below:

- 1st Semester: start as of the beginning of each school year until Sport Vacation (ca. 21 weeks). *Last cancellation date: 1st of December*
- 2nd Semester: start after the Sport Vacation until the end of the school year (ca. 18 weeks). *Last cancellation date: 1st of June*

In case of late cancellation, students will remain registered and have to pay the school fees for the next semester.

School admission

The admission takes place exclusively on a change of school year or semester. There is no entitlement to a specific teacher, location or time. The allocation is the responsibility of the school management.

School fees

The undersigned agrees to pay school fees in accordance with effective tariffs published on site of the School within 30 days of the invoice date.

(Place, date)

(Name and Signature)

SWISS SCHOOL OF MUSIC – REGULATIONS

Art 1. Mission

The Swiss School of Music is a non-profit organization. It offers children of all ages and adolescents, regardless of their place of residence or nationality, a comprehensive musical education as well as a sound professional basis at a high level that is competitive by international standards.

The school organizes concerts and music performance events throughout the year, as well prepares the students for admission to a higher music institution.

Art 2. Funding/Organising body

The Swiss School of Music does not pursue any commercial purposes or seek any profit. The association is politically and denominationally neutral.

Art 3. Organization

The Swiss School of Music shall be managed by the board and the school administration. The board is responsible for organization and management of the Swiss School of Music. The school administration is responsible for general strategic and operational management of the school.

Art 4. Lesson types and subjects

Currently, Swiss School of Music offers tuition for piano and music theory. There are four levels of piano tuition, namely:

- Basic (min 30 minutes in week, recommended 60-90 min)
- Standard (min 60 minutes in week, recommended 90 min)
- Advanced (min 90 minutes in week, recommended 120 min)
- Profi (min 180 minutes in week, recommended > 240 min)

The Basic level is recommended for beginners who start to learn piano technique and musical note

The Standard level is suitable for those who considering music education as part of their general education or hobby.

The Advanced level is suitable for gifted children who are willing to dedicate more time to music. It is recommended for those students whose parents do not have an opportunity to help with practicing at home.

The Profi level is suitable for an advanced learner who is planning to continue their education in the music gymnasium or secondary school and is preparing for an entrance examination into music study at university in the future or simply wants to achieve a very high-level proficiency in music.

Music theory class is highly recommended for all levels. The class is offered as individual lesson (30 or 45 min) or group lesson with a minimal 3 persons (45 min).

Art 5. Curriculum

The curriculum for each individual shall be developed by their teacher according to the student's needs and abilities.

Every student is expected to come well-prepared. Music lessons are only meaningful and successful if the student is willing to practice on the instrument regularly as instructed by the teacher.

Art 6. Cooperation between parents and teachers

The School emphasizes the importance of a good cooperation between the relevant teacher(s) and the parents

of the student.

The teacher shall inform parents periodically (usually quarterly) about the progress of the student and make recommendations on the learning process if necessary. Parents are encouraged to inform the teacher on any circumstances that may affect the learning process.

Art 7. Place of Tuition

Unless informed otherwise, the music lesson is to be conducted at Aegeristrasse 20, 6300 – Zug,

Art 8. School year

A school year at the Swiss School of Music follow the Zug public school academic year. This comprises of a 39 week of lessons and is divided into two semesters – 1st Semester and 2nd Semester. Admission takes place at the beginning of an academic year.

No lesson is held on either official public holidays of Kanton Zug or during official school holidays period.

Art 9. Admission

Admission to the Swiss School of Music shall be preceded by an individual audition in the form of a trial lesson of 15- 30 minutes. Based on the results of the trial lesson, the teacher, together with the student's parents, decide on the types of lesson.

The admission of new students shall take place at the beginning of a semester. In exceptional cases, admission in the middle of the semester is possible with an extra admission fee of 100 CHF.

The first semester after the admission serves as a trial semester for both the teacher and student.

Transfer from one level of individual lesson to another level is possible upon agreement with the teacher. The request can be submitted two times a year following these timelines, i.e.:

- 1st of December for the 1st Semester
- 1st of June for the 2nd Semester

Art 10. Matriculation and ex-matriculation; term of the agreement

The tuition agreement with the Swiss School of Music shall come into force upon signing of the application form or no later than the first lesson received by the student.

The tuition agreement shall be concluded for an indefinite period and may be terminated by either side upon a prior notice before the end of a semester as described below:

- 1st Semester: start as of the beginning of each school year until Sport Vacation (ca. 21 weeks). Last cancellation date: 1st of December
- 2nd Semester: start after the Sport Vacation until the end of the school year (ca. 18 weeks). Last cancellation date: 1st of June

In case of late cancellation, students will remain registered and have to pay the school fees for the next semester.

Art 11. Schedule

The music tutor schedule should be organized in consultation with the teacher, the student, the parents and the school administration, based on availability of the classrooms.

The school appreciates all efforts to stick to the agreed timetable. Change to the timetable is permitted only in a well-justified exceptional case and with the consent of the school's board.

Art. 12 School Fees

The school fee is billed at the beginning of a semester, and payable within 30 days after invoice date. If a payment is missed, the Swiss School of Music reserves the right to suspend its music lessons until the payment is received, without providing any right to re-coup on lost lessons.

Payment reminder will be sent out and additional fee will be charged:

- 1st reminder will be sent out if the payment is not received within 30 days after the invoice date. A fee of 30 CHF will be charged.
- 2nd reminder will be sent out 15 days after the 1st reminder if no payment is received and a fee of 30 CHF will be charged.
- If there is still no sign of payment, the case will be handed over to the local Debt Enforcement Office (Betreibungsamt). Extra fee of 50 CHF plus 4% of the due amount will be charged.

The Swiss School of Music strives to keep prices for their students as low as possible and thereby make musical tutor possible to every child regardless of the financial circumstances of their parents. The offered price is below cost. Parents who are capable of paying a higher tuition fee are asked kindly for a surcharge of 20%.

Art 13. Absentees policy

Student/parents are required to inform the teacher should the student is going to be absent from lessons.

If the case of student's absence, only in an exceptional circumstance that a re-scheduling is allowed, and subject to availability of the teacher as well as of class-room facilities.

In general, no lessons may be missed without compelling reason. This rule applies to the student's failure to attend as a result of school events such as school excursion, school camps, examination,

etc. There is no refund or credit for lessons missed.

Art 14. Teacher absents

If the Swiss School of Music's teacher is absent:

- Whenever possible, it will be rescheduled within the same semester
- If rescheduling cannot be organized, a pro-rata refund of the tuition fee shall be made only if less than 50% of lessons have been given during a semester

The School administration is thankful to the parents for their understanding that lesson may be carried on a different schedule (based on agreement between teacher and student), due to teacher's participation in master classes, competitions and concerts.

Art 15. Instruments and sheet music

The purchase or rental of an instrument is up to the student or their parents. Music teachers are available for consultation. Music sheet and note paper recommended by music teachers shall be obtained and brought by the students.

Art 16. School Publication on social networks and on the website

The school takes photos and videos of students and the learning process for publication on social networks and on the website to attract as many sponsors as possible. Publications of photos and videos of the students will be consulted with the students or parents. In case of no publication of photos and videos at all, please indicate clearly in the registration form.

Art 17. Participation in master classes, concerts, music performances and competition

To improve the quality and speed up the process of music education, the school organizes master classes

and concerts during the academic year and holiday period.

The school also supports participation of suitable students in various music competitions. Students may participate at will and especially for a concert, whenever the teacher considers that the proficiency level is sufficient for open performance.

Concerts and music performances are to promote musical practice and personal maturation of the students and to give parents and public an insight into the work of the school.

The school offers every student an opportunity to perform at least once a year. Students can be excused from the participation should a compelling reason can be provided.

Art 18. Maintain order, hygiene and cleanliness

It is the responsibility of the Swiss School of Music, the students and parents to take all reasonable and practical steps to promote a safe and healthy environment for employees and to ensure the health and safety of all who visit the premises. All employees are expected to co-operate in carrying out their work safely and in accordance with safe and healthy working practices.

If infectious diseases occur, the general health regulations for schools must be applied.

Art 19. Student Conduct

Swiss Music of School expects students to have fun in lessons but also to conduct themselves in a sensible manner with due regard for the teacher and other students.

If unacceptable behavior continues, this will be investigated by the school administration. Students and/or parents who are unable to rectify unacceptable behavior will be excluded from lessons and if necessary, the premises permanently.

The standard of behavior which is to be regarded as unacceptable in lessons or on the premises shall be determined by school. For example:

- persistent bad behavior
- persistent lack of diligence
- more than three unexcused absences or irregular class attendance
- failure to pay tuition fees
- gross disregard of school regulations or gross misconduct by the parents and/or the student

In this case of expulsion, no refund of the paid school fees will be made.

Art 19. Change of school regulations

The Board is responsible for amending the school regulations. Amendments may be introduced at any time. Any change will be communicated in due course to the students or parents.

Art 20. Entry into Force

The school regulation is agreed by the Board on August 30th, 2020 and is valid as of the 1st semester of the school year 2020/2021.