

COPY TO BE
RETURNED FILLED
IN AND SIGNED



Scuola di Musica
COLLINA D'ORO
EST. 2011 | LUGANO



REGISTRATION FORM SCHOOL YEAR 2021-2022

Between 1.) The Association Scuola di Musica Collina d'Oro and 2.) The Student's Parents (contractor)

- Please write in block letters, correct any incorrect data and / or complete the missing ones -

SECTION: IST Montagnola Pazzallo Stabio Savosa Private Clients Other: _____

CONTRACTOR/PARENT DETAILS:

First Name: Last Name:
Phone: Email Address:
Address:

With this contract I subscribe the student to the Music School lessons with the following conditions:

STUDENT DETAILS:

First Name: Last Name:
Date of Birth: Gender: F M

Details of the enrollment:

Selected Music Instrument Discipline			Option
<input type="checkbox"/> Piano	<input type="checkbox"/> Acoustic Guitar	<input type="checkbox"/> Electric Guitar	<input type="checkbox"/> Classical Music
<input type="checkbox"/> Violin	<input type="checkbox"/> Electric Bass	<input type="checkbox"/> Singing	<input type="checkbox"/> Modern Music
<input type="checkbox"/> Flute	<input type="checkbox"/> Children's Choir	<input type="checkbox"/> Music Theory	<input type="checkbox"/> Jazz
<input type="checkbox"/> Music Production	<input type="checkbox"/> Drums	<input type="checkbox"/> Saxophone	<input type="checkbox"/> Theory
<input type="checkbox"/> Cello	<input type="checkbox"/> Clarinet	<input type="checkbox"/> Other: _____	

Type of the course:

Frequency	Type
<input type="checkbox"/> 1 lesson / week <input type="checkbox"/> 2 lessons / week <input type="checkbox"/> Other: _____	<input type="checkbox"/> Individual <input type="checkbox"/> Duo <input type="checkbox"/> Trio <input type="checkbox"/> Group

Duration:

Length of the lessons	Duration of the course
<input type="checkbox"/> 30 minutes <input type="checkbox"/> 45 minutes <input type="checkbox"/> 60 minutes <input type="checkbox"/> 90 minutes	<input type="checkbox"/> Annual <input type="checkbox"/> Half-year

Other Options:

Preferred days	Trial lesson carried out	Chosen teacher
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Date: _____	Teacher: _____
First lesson date: _____		

Invoice	Package	Instrument rental
<input type="checkbox"/> Paper (by post) <input type="checkbox"/> Email	Number of lessons	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
<input type="checkbox"/> Monthly rates 10 rates / school year	<input type="checkbox"/> 3 <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20	Internal use Contract Nr. _____

Preferred location of the lessons

<input type="checkbox"/> In-class / At one of our sections	<input type="checkbox"/> At your home	<input type="checkbox"/> Online
--	---------------------------------------	--

The parties of this contract are aware of the regulations (page 2) and of the applied tariffs (attachment), accept them and undertake to respect them. **The administration fee and the course fee must be paid at the latest by the second lesson. If monthly payment plan is selected, the monthly rates are to be payed at the beginning of each month.** In the event of non-payment of the lessons and/or the relative fees, the Music School reserves the right to interrupt temporarily the supply of the educational services.

Place: Date:

Signature of the parents or guardian:

Administration of the Music School:

Regulations | Scuola di Musica Collina d'Oro

1 | CALENDAR

The lessons are delivered weekly following the current school calendar in public schools, the American School - TASIS and the International School of Ticino - IST. The school year is divided into two semesters: **1st semester** from August 30th 2021 to January 30th 2022; **2nd semester** from January 31st 2022 to June 15th 2022. The number of lessons per year is 30-32 units: **the lessons must be held regularly and weekly**, unless different contracts are agreed in written form with the administration. For packages of 20 annual lessons that do not follow the school calendar, the dates must be agreed with the teacher and the administration at the beginning of the year. For the make-ups of cancelled lessons, two weeks are scheduled at the end of each semester. Rescheduling and recoveries of cancelled lessons must be requested in advance and authorized by the Music School.

2 | LOGISTICS

The music lessons take place: 1.) at the **Music School premises** and are defined by the school administration, or 2.) unless otherwise agreed in written form with the administration - at the **student's home**, or 3.) In case of a lock-down, quarantine - **online**.

3 | COVID-19

In the event that there will be further restriction regarding classroom lessons (social distancing) during the school year, the remaining lessons will be converted into online lessons. More information: www.musicacollinadoro.com/online-courses

4 | ABSENCES

Absences must be communicated to the administration of the Music School by the parent or the student at least 24 hours before the lesson, so that they can be recuperated. For prolonged absences due to health issues, upon presentation of a medical certificate, the school can provide for a recuperation of the cancelled lessons minus two, or the reimbursement *pro rata temporis* of lessons not provided minus two. Other absences in principle are not recoverable. The administrative and material fees are non-refundable. Absences of the teacher will be recuperated by the very same, agreeing to another possible date provided in the student's school calendar. In case of prolonged absences of the teacher, the school administration will be able to provide a substitute teacher with equal qualification. Families will be notified immediately with the name of the new teacher. The lessons given by the substitute teacher have the same value as those of the official teacher. The cancelled group lessons cannot be recuperated. If there are no absences and there is no need to recover cancelled lessons, but you do not want to wait for the new semester, there is the possibility to get a package of extra lessons.

5 | STUDY

Students must arrive prepared for the music lessons, bring a notebook for homework and any educational material that is provided by the teacher. The teacher proposes an annual customized study program, according to the student's age, interest, and level.

6 | CONCERTS

The Music School regularly organizes concerts for the students. Student participation is important but not mandatory and should be interpreted as an important milestone of pedagogy, not as a goal to be achieved.

7 | ADMINISTRATIVE FEE

Courses can be accessed after the enrollment and payment of 80 CHF, which includes the administrative fee. This registration fee is paid once a year. If there are more members of the same family enrolled, the administrative fee will be reduced by 50% starting from the second student.

8 | PAYMENT TERMS

The administrative fee and the subscription fee can be paid by postal payment slip (enclosed, if requested) or directly to the Music School's bank account by bank wire transfer or electronic bank transfer. The Music School will send a digital PDF invoice to each client to the provided email address. Paper invoices are possible and have an additional cost of CHF 5 per invoice. For the monthly payment plan (to be indicated on page 1 of this contract), a permanent order should be set up by the 5th of each month. Recall procedures: an additional 10 CHF will be charged for each recall. After the third recall the courses will be suspended temporarily, and the collection procedure will be started.

9 | CONTRACT: CHANGES - RENEWAL - CANCELLATION

The original contract completed in its entirety must be delivered to the administration or sent to the following address: Associazione Scuola di Musica Collina d'Oro, Via E. Maraini 68, CH-6942 Savosa. In the absence of the contract, the school cannot authorize the start of lessons. If this is not possible, it can be transmitted as an attachment to the email address of the Music School: musicacollinadoro@gmail.com and then the original must be delivered later. For contracts and the parameters indicated on them (day and class time, instrument, duration, etc.) only communications with the school administration are valid. Any change in the contract (day, time, instrument, duration, etc), that is made without the involvement of the administration of the Music School has no legal validity. The contracts, if not cancelled, are automatically renewed under the same conditions. The contracts signed in the middle of the school year (be it annual or lesson package) are also automatically renewed in full for the following year, unless explicitly cancelled by the contracting party by May 30 of the current year. For enrollments that are made during a school year, the pro rata amount of tuition will be invoiced based on the relative contract. The administrative fees are invoiced entirely and only once for the entire 2021-2022 school year. Early renewal makes it possible to maintain priority over the lesson timetable and the assigned teacher.

10 | RENTING MUSICAL INSTRUMENTS

The Music School offers rental possibility of various musical instruments. The musical instruments provided by the Music School must be treated with care. Any damage to the musical instruments caused voluntarily or because of the inappropriate use by the student will be invoiced to the contractor.

11 | SECURITY

Parents of minors undertake to accompany their children on time to class and are required to promptly notify the administration and teachers in case of delay, or special needs in the accompaniment and retreat of their children. Any exceptions are to be agreed with the school management.

12 | PUNCTUALITY

Students are required to respect both the beginning time and the end time of the lessons with the utmost punctuality. Parents and students are strongly advised not to spend time with the teachers at the end of their lesson, not to cause delay to the following lessons.

13 | MEETINGS

In addition to the introductory meetings and talks scheduled for the beginning of the school year, students and parents can request additional meetings at after-school hours.

14 | EXAMS

The Music School can include exams in its calendar, in which the student can check the level reached, releasing an aptitude certificate. It is possible to obtain a further level certification thanks to the exams of the SSPM - Swiss Society of Musical Pedagogy. For this certification it will be necessary to foresee an extra cost that depends on the type of exam.

15 | TARIFFS

The rates and fees of the lessons and various packages are defined in detail in the Attachment "**Rates and Fees - Scuola di Musica Collina d'Oro 2021-2022**".