



regulations

1 • CALENDAR

The lessons are conducted weekly, adhering to the current official school calendar of public schools, the calendar of TASIC, and the calendar of IST. The academic year is divided into 2 semesters: the 1st semester runs from September 2nd 2024, to February 3rd 2025, and the 2nd semester from February 3rd 2025, to June 18th 2025. The total number of regular lessons per school year is 32 sessions, **which must be held regularly on a weekly basis** unless otherwise agreed in writing with the Administration. This rule also applies to lesson packages of 5, 10, 15, or 20 sessions that do not follow any standard school calendar. Two weeks are allocated at the end of each semester for make-up sessions of missed lessons. Rescheduling and make-up sessions must be requested in advance and approved by the Music School. Each student is entitled to 2 make-up sessions per semester; any additional absences will be counted as attended. **Lessons from the first semester cannot be transferred to the second semester, nor can lessons from the second semester be carried over to the following school year.**

2 • LOCATION

Music lessons can take place in the following locations: **1.)** at the Music School premises, as defined by the Administration, **2.)** at the student's home, if expressly requested and agreed in writing with the Administration, or **3.)** online, in case of international lessons, at the parents' request, or during lockdown or quarantine situations.

3 • LOCKDOWN & QUARANTINE

In the event of new restrictions on in-person or at home lessons (such as distancing measures) due to lockdown or quarantine (as during Covid-19) or other circumstances, in-person music lessons will be converted to online sessions. For more information, visit: www.imi-ticino.ch/lezioni-online.

4 • ABSENCES

Absences for school-related reasons must be reported to the Administration at the beginning of the year to allow for make-ups. For health-related absences, and upon presentation of a medical certificate, the school may arrange to make-up the missed lessons. For extended health-related absences, and with a medical certificate, the school may offer make-up lessons, minus two, or a pro rata refund for the missed lessons, minus two. Other absences are generally not recoverable. The administrative fee and material costs are non-refundable. Teacher absences will be made-up by the same teacher, by scheduling alternative dates within the student's school calendar. If an agreement cannot be reached for the make-up lessons or in the case of prolonged teacher absences, the Administration may provide a replacement teacher of equal qualification. Families will be promptly informed of the new teacher's name. Lessons conducted by the replacement teacher have the same validity as those by the official teacher. Missed group lessons cannot be recovered. If there are no absences and no need for make-ups but you do not wish to wait for the new semester, you can proceed with a package of extra lessons. **Unjustified absences, which are counted as attended, include cancellations made with less than 24 hours' notice.**

5 • STUDY

Students should come prepared to the lessons and bring a notebook for assignments and any provided educational materials. The teacher will present a personalized annual study program. The school provides educational materials at the beginning of the year if necessary.

6 • CONCERTS

The music school regularly organizes recitals and concerts for students. Participation is important but not mandatory and should be viewed as a significant component of the pedagogy rather than a goal to be achieved.

7 • ADMINISTRATION FEE

Courses can be accessed after completing, signing, and returning this registration. The administrative fee of CHF 80 will be included in your course invoice. This fee is charged once annually. If multiple family members are enrolled, the administrative fee will be reduced by 50% from the second child onward.



8 • PAYMENT TERMS

Payments must be made within 15 days of the course start date, using the QR code included with the invoice or by bank transfer to the Association's account. Requests for paper invoices incur an additional charge of 5 CHF per invoice. Monthly subscriptions (monthly payments, to be specified on page 2 of the registration form) require payment via standing order by the 5th of each month. There is an additional charge of 5 CHF for each monthly installment. For each payment reminder, an extra fee of 10 CHF will be applied. After the third reminder, the courses will be suspended, and collection procedures may be initiated.

Please note that any lessons missed during this suspension period will not be recuperable. To avoid interruptions in your learning, we recommend setting up reminders or automatic payments. If you encounter any issues with the payment, please contact the Administration as soon as possible.

9 • CONTRACT: CHANGES | RENEWAL | CANCELLATION

The completed original registration form must be delivered to the Administration or sent to the following address: Associazione International Music Institute Ticino, Via Emilio Maraini 21, CH-6942 Savosa. Without the completed and signed form, the school cannot authorize the start of lessons. If this is not possible, it may be transmitted as an attachment to the email address of the Music Institute: info@imi-ticino.ch, with the original to be delivered subsequently. The parameters indicated on this registration form (lesson day and time, instrument, duration, etc.), only communications with the school Administration are valid. Any contract changes, including changes to lesson day or time, that occur without the school's involvement are not valid and have no legal significance. **Courses, unless cancelled, will automatically renew under the same conditions.** The contracts signed mid-year (whether annual, semestral, or lesson package) will automatically renew in full for the next year, semester, or period **unless explicitly cancelled in writing by the contractor before ending of their current course.** For enrollments in an already started semester, the pro rata temporis tuition will be invoiced of the remaining lessons based on the conditions of the original contract. The administrative fees are billed in full and only once for the entire 2024-2025 school year. Early renewal allows you to maintain priority for lesson times and the assigned teacher.

10 • MUSICAL INSTRUMENTS

The school provides various musical instruments to rent at discounted prices. The musical materials and classrooms provided by the school should be handled with care. Cantonese school regulations apply. Any damage to infrastructure or educational materials (including musical instruments) caused intentionally or through improper use by the student will be charged to the contractor. In the event of damage to a rented instrument, the school reserves the right to charge for the broken instrument.

11 • SECURITY

Parents of minors are responsible for dropping off and picking up their children on time for lessons and must promptly inform the administration and teachers in case of delays or specific needs regarding the drop-off and pick-up of their children. Any exceptions must be agreed upon with the school administration.

12 • PUNCTUALITY

Students are required to adhere strictly to the scheduled start and end times of their lessons. Parents and students are kindly requested not to engage with the teachers at the end of their lesson to avoid causing delays to subsequent lesson.

13 • MEETINGS

In addition to the introductory meetings scheduled at the beginning of the school year, students and parents may request meetings outside of regular school hours.

14 • EXAMS

The music school may include exam periods in its calendar to assess the student's progress and issue a certificate. An additional level certification can be obtained through exams conducted by the SSPM - Swiss Society of Musical Pedagogy. This certification will incur an extra cost, depending on the type of exam and the number of participants.

15 • TARIFFS

The rates and fees of the lessons and various packages are defined in detail in the attachment: **"Rates and Fees IMI Ticino 2024-2025"**.