



Swiss School of Music
Aegeristrasse 20, 6300 - Zug
Obermühle 6, 6340 - Baar

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<http://www.swissmusicschool.ch/>

Registration Form

Full name of the Student (first and last name) _____

Date of birth: _____

Address: _____

Postcode/City _____

Phone number: _WhatsApp_____

E-Mail address: _____

Parents/Guardian information : _____

(first and last name) _____

Desired classes : ☐ Music ☐ Music Performance ☐ Dance ☐ Dance Performance
 ☐ Baby-Classic ☐ Music Theory

Other _____

Duration of each lesson: ☐ 30 min ☐ 45 min ☐ 60 min ☐ 90 min

Number of lessons per week: _____

Publication of student's photos and videos: ☐ Yes ☐ No ☐ With prior agreement each case

(Place, date)

(Name and Signature)

GENERAL PROVISIONS

School regulations

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

Term of the agreement

The tuition agreement with the Swiss School of Music shall come into force upon signing of the application 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.

- **1st Semester:** Begin of each school year until Sport Vacation (ca. 20 weeks)

Deadline for cancellation: 1st December

- **2nd Semester:** Sport Vacation until the end of the school year (ca. 18 weeks)

Deadline for cancellation: 1st May

In the event of late cancellation, students will remain registered and have to pay the school fees for another 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 Art. 13 of the School Regulations within 30 days of receipt of the relevant invoice.

SCHOOL REGULATIONS

1. Mission

The Swiss School of Music is a non-profit organization. It offers children and adolescents, regardless of their place of residence or nationality, comprehensive musical and choreographical (ballet) 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, as well prepares the students for the admission to higher music institutions.

2. Funding/Organising body

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

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 Administration is responsible for general strategic and operational management of the school.

4. Lesson types and subjects

Currently, Swiss School of Music offers tuition for piano, guitar, violin, vocal, music theory, history of music, ballet. There are four levels of individual lessons for piano and ballet available: Basic, Standard, Advance and professional.

- Basic - 1 individual lesson per week: 30 min, 45 min, 60 min

- Standard - 2 individual lessons per week: 30 min, 45 min, 60 min
- Advance - 3 and more individual lessons per week: 45 min, 60 min, 90 min

The Basic and Standard levels are suitable for beginners and those considering music education as part of their general education or hobby. The Advance level is suitable for advanced learners and those who are planning to continue their education in the music gymnasium or secondary school and are preparing for the entrance examinations into music universities in the future or just want to achieve a very high level in music.

Classes in Music Theory and History of Music are highly recommended for all levels. They are offered as individual lessons (30 or 45 min) or group lessons with a minimum of 3 persons (45 min).

5. 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 conducts concerts during the school year and during the holidays. In addition, the school supports the participation of leading students in music competitions. Students of all levels are welcome to participate as they wish, especially in concerts if their instructor deems their level sufficient for open performances.

Concerts, ballet, and musical performances contribute to the musical and choreographic practice and personal growth of students, and should also give parents and the public an idea of the work of the school. The school offers every student the opportunity to perform at least once a year. Students may be excused from participation if there is good cause.

The regulations for participation in concerts, **Appendix 1**, are an integral part of this agreement and are signed separately.

6. Curriculum

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

Classes are always to be attended punctually and well prepared. Music lessons are only meaningful and successful if the students are willing to practice on the instrument every day as instructed by the teacher.

7. Cooperation between parents and teachers

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

The music or ballet teacher shall inform parents periodically (usually quarterly) about the progress of the child and make recommendations concerning the learning process if necessary. Parents are also encouraged to inform the teacher about significant circumstances that affect or may affect the learning process.

The School administration is grateful to the parents for their understanding that the lessons can not always be carried out according to the schedule, due to teachers participating in masterclasses, competitions and concerts.

8. Place of Tuition

Lessons shall be taught at the address Aegeristrasse 20 Zug, Obermühle 6 Baar or at another location specified by the school administration.

9. School year

A school year at the Swiss School of Music begins after the summer holidays, usually includes 38 weeks of lessons and is divided into two semesters – Semester 1 and Semester 2, in accordance with the holiday regulations of Canton Zug. Admission shall take place at the beginning of a semester.

On official public holidays of Canton Zug, no lessons shall be held. Lessons shall take place on other days off of the public school system (such as teacher training (Weiterbildung), Shooting day (Knabenschiessen), teacher conferences (Schulkapitel) etc.).

Individual lessons may be booked separately in exceptional cases. The price for such lessons shall be determined on a case by case basis.

10. Admission

Admission at the Swiss School of Music shall take place following 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, decides on the types of lessons.

The admission of new students shall take place at the beginning of a semester.

The first semester serves as a trial semester for both sides. In exceptional circumstances admission in the middle of the semester is possible, but requires an extra admission fee of 100 CHF.

The transfer from one level of individual lesson types to another is possible upon agreement with the teacher. The request should be submitted two times a year (Deadline: 1st December for 1st Semester and 1st June for 2nd Semester).

11. Matriculation and exmatriculation; term of the agreement

The tuition agreement with the Swiss School of Music shall come into force upon signing of the application 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 with a notice period prior to the end of a semester.

- **1st Semester:** Beginn of each school year until Sport Vacation (ca. 20 weeks)

Deadline for cancellation: 1st December

- **2nd Semester:** Sport Vacation until the end of the school year (ca. 18 weeks)

Deadline for cancellation: 1st May

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

Swiss School of Music is entitled to expel the student from the classroom and the school in the following cases:

- 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, no refund of school fees shall be made.

12. Schedule

The music teachers shall fix the time-table for the lessons in consultation with the student, the parents and the school administration, based on the availability of classrooms. The school appreciates all efforts to stick to the time-table as agreed. The time-table can only be changed in justified exceptional cases with the consent of the school management.

13. School Fees

Tuition fees shall be calculated based on the number of weeks per semester according to the following rates:

Music Individual Lessons

	Basic – min 1 lesson per week		Standard – min 2 lessons per week		Advance – min 3 lessons per week	
	Min lessons per week	Price per semester: 1st/2nd	Min lessons per week	Price per semester: 1st/2nd	Min lessons per week	Price per semester: 1st/2nd
30 min	1	1300/1170	2	2400/2160	X	X
45 min	1	2000/1800	2	3600/3240	3	5400/4860
60 min	1	2600/2340	2	4800/4320	3	6600/5940
90 min	1	3800/3420	2	7200/6480	3	10200/9180

Dance Group and Individual Lessons

	Basic – min 1 lesson per week		Standard – min 2 lessons per week		Advance – min 3 lessons per week	
	Min lessons per week	Price per semester: 1st/2nd	Min lessons per week	Price per semester: 1st/2nd	Min lessons per week	Price per semester: 1st/2nd
Group lessons	1	570/540	2	1064/1008	3	1425/1350
Individual 45 min	1	2000/1800	2	3600/3240	3	4800/4320
Individual 60 min	1	2600/2340	2	4800/4320	3	6600/5940
Individual 90 min	1	3900/3510	2	7200/6480	3	10200/9180

Masterclasses

One lesson of 45 min costs 150 CHF, one lesson of 60 min costs 200 CHF.

The school fee shall be charged each semester, billed at the beginning of a semester, and payable within 30 days of receipt of the invoice. If a payment is not made before the deadline, the Swiss School of Music reserves the right to suspend its music lessons until payment of the invoice, without providing any right to recoup lost hours. If the school fee is not paid within 30 days of receipt of the invoice, a 1st reminder will be sent out and a fee of 30 CHF shall be charged. The 2nd reminder within 15 days will be sent out per post and a fee of 30 CHF shall be charged. If there is still no sign of payment, the case will be handed to Betreibungsamt. The fee for this will be 50 CHF plus 4% of the requested amount.

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

Upon admission to the school, a one-time organizational fee of 50 CHF is paid.

Annual organisational fee: CHF 45.

14. Missing of Lessons

If individual or group lessons are missed due to the teacher's failure to attend, they shall, if possible, be rescheduled within the semester. A pro-rata refund of the tuition fee shall be made only if less than 50% of lessons have been given during a semester, and in case a catching up is not possible for reasons beyond the relevant music teacher's or the Swiss School of Music's control.

If a student is incapable of, or prevented from, attending a lesson, the music teacher should be informed immediately. Lessons missed by reasons of the student shall be recovered only in exceptional circumstances, and subject to availability of the teacher as well as of class-room facilities; in any event, there shall be no claim to that effect, and no refund of tuition-fees may be claimed.

In general, no lessons may be missed without compelling reason. This rule shall also apply to the student's failure to attend as a result of school events such as field trips, school trips, school camps, December 1 school break (Schulsylvester), exams, etc.

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. Sheet music and note paper recommended by music teachers shall be obtained and brought by the students.

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. If the student's parents are against the publication of these materials, they put a corresponding mark in the document when signing the contract.

17. Maintain order, hygiene and cleanliness

The school administration endeavors to maintain order, hygiene and cleanliness in the school premises. All students and teachers of the school are required to use removable shoes in class. There is a special closet for personal shoes in the school building. Parents wishing to attend classes are required to use replacement shoes or overshoes.

In order to maintain hygiene and cleanliness, pupils, teachers, parents, do not eat in the premises of the school where classes are held. Food and drink are only permitted in a designated area. Hot and cold drinks, light snacks are provided in the school kitchen for a fee. After use, the dishes should be washed and put back.

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

18. Change of school regulations

The Board is responsible for amending the school regulations. Amendments may be introduced at any time (from the beginning of a new semester). They shall be shared with the students or parents.

19. Entry Into Force

These school regulations have been adopted by the Board on January 10th 2025 and will become valid starting with this date.

(Place, date)

(Name and Signature)

Appendix 1. Performance.

to School Contract

Participation in concerts, competitions and other projects.

To improve the quality and speed up the process of music and dance education, the school organizes master classes, conducts concerts and other events at various stages during the school year and during the holidays. In addition, the school supports the participation of leading students in music and dance competitions.

Concerts, ballet and musical performances promote musical and choreographic practice and personal growth of students, and should also give parents and the public an idea of the work of the school. For this purpose, the school created its own concert projects "Children Play for Children" - concerts with cartoons, "Wisdom and Youth" - concerts in nursing homes. The school also actively participates in partner projects.

Students of the school can participate if they wish, have a good level, and be prepared for open performances.

The final decision on participation in a concert project is made by the teacher, as well as a representative of the school administration, based on a video fragment of a performance or performance at an open lesson by the teacher.

The school offers every student the opportunity to perform at least once a year at an open teacher class lesson.

Students may be excused from participation if there is good cause.

Terms of payment

In preparation for concerts the following are paid by participants:

Additional rehearsals are at the school's standard rate, but not less than 30 minutes before each open performance.

Tickets for concerts, if any.

Rental and maintenance of costumes for ballet performances - 25 CHF per performance. In case of serious damage, when restoration of the suit is impossible, 100% compensation buying cost for the purchase of a new suit.

Any other unforeseen expenses associated with organizing concerts: meals for participants, transportation to the venue, etc.

Rehearsals

The decision on the number of additional rehearsals is made by the teacher and the student's parents are notified. At least 1 rehearsal lasting 30 minutes is required before each open performance: concert or competition.

This Appendix 1 is an integral part of the School Agreement and is signed separately.

Please, make a tick:

I would like my child to participate in concerts: _____

I don't like my child to participate in concerts: _____

I don't have yet any decision: _____

“ _____ ” _____ 202 _____

Full Name: _____