

Musikschule Region Dübendorf - General School Rules (AGB mrd)

All application forms and documents are available for download as a PDF at www.musikschuleduebendorf.ch, or from the School Office, telephone number 044 801 10 70, or by e-mail: musikschule@duebendorf.ch.

1. General provisions

Musikschule Region Dübendorf (mrd) is a music school serving the town of Dübendorf and the municipalities of Fällanden, Wangen-Brüttisellen and Schwerzenbach. The mrd provides children, young people and adults with an in-depth musical education. You will find the range of educational programmes, which we offer on our website.

2. Enrolment

Enrolment is in writing by completing the application form or online at www.musikschuleduebendorf.ch. By enrolling, the person signing the form accepts the tuition fees and General School Rules of Musikschule Region Dübendorf (AGB mrd). Enrolment is **binding**, requires the student to attend classes and tuition fees to be paid, and remains valid until the **student withdraws from the school**.

Withdrawal is not possible for short-term workshops and classes (e.g. holiday programmes); the agreed fee remains due in full.

3. Assignment/Reassignment

Teachers are assigned by the school management, whereby students' wishes are taken into account as far as possible. If a student cannot be assigned, he/she will remain on the waiting list. If a student wishes to be reassigned to another teacher or to another venue, an application can be submitted to the school management using the form "7.7.03 Withdrawal-Changes". Reassignment is only possible at the beginning of a semester, provided that the enrolment deadlines are adhered to.

4. Withdrawal

Withdrawal from the school is only possible at the end of a semester. Withdrawals must be submitted on time, in writing and using the form provided for this purpose. Oral withdrawals will not be accepted. A handling fee of CHF 250.00 (group courses CHF 125.00) will be charged for late withdrawal. Full tuition fees are due if the withdrawal is received after 15 June or 15 December.

5. Enrolment dates

The final dates for enrolment, changes, withdrawal and scholarships are 31 May (to take effect at the end of the summer holidays) and 30 November (to take effect at the end of the winter sports holidays). Applications received by the school office after these dates will not take effect until the next semester.

6. School year, Teaching, Teaching approach

The school year at our music school is the same as the primary school year (*Volksschule*) and usually comprises 39 weeks of lessons. Classes for the first semester commence during the first week after the summer holidays. The new semester begins after the winter sports holidays. Tuition days and holidays are set out in the "7.7 Tuition Days" information sheet.

7. Lesson times, Attendance

Classes at mrd are held during non-school hours; this means also on afternoons when there is no school. The music teacher must be informed as early as possible if a student is unable to attend one or more lessons. Students who cancel classes are not entitled to a make-up lesson or refund.

8. Tuition fees/Invoice for tuition fees

Subsidised and non-subsidised tuition fees including the applicable rates are set out in the overview of rates. Subsidised rates apply to students under the age of 20 who are residents of the municipalities within the school's catchment area. All other students are charged the non-subsidised rate. Tuition is invoiced per semester and is payable within 30 days of receipt of invoice. Students and parents will be informed of any changes in good time before the enrolment/withdrawal date.

9. Project costs

Project costs are usually invoiced before the project effectively begins. If a student takes part in a competition, the additional contribution to be paid by their parents is set out in the "8.2.05 Coaching/Accompaniment Information Sheet"

10. Students and trainees under 25 years of age

Subsidised tuition fees apply to students and trainees under the age of 25 who are liable to pay taxes in the municipalities within the school's catchment area and who are completing their initial education (degree course, school or apprenticeship). Proof that the student is completing their education must be provided for each school year by submitting the relevant documents (apprenticeship contract, confirmation of enrolment in degree programme, etc.) by 31 August or by 28 February if enrolling for the second semester.

A handling fee of CHF 150.00 will be charged if the documents supporting the application of subsidised tuition fees are submitted late, but before the end of the current semester. Once the semester has ended, the documents will no longer be considered with retroactive effect.

11. Scholarships

Parents who are residents of the municipalities within the school's catchment area can apply for a reduction in the tuition fees for their children aged up to 20. More detailed information can be found in document "8.6.1 Scholarship Rules". Forms that are submitted late or that are incomplete or contain invalid attachments will not be accepted.

12. Reimbursement of tuition fees

There is no entitlement to a reduction in tuition fees if lessons are cancelled, in particular due to public holidays, teachers participating in internal school events or students' absence from school (school trips, sports days, etc.). Similarly, there is no entitlement to make up lessons that have been cancelled.

Lessons are not considered cancelled if mrd has to revert to distance learning as a result of force majeure (e.g. official orders during an epidemic/pandemic, etc.). The full tuition fee also remains due, in particular if the student or legal guardian refuses to take part in this type of tuition.

The tuition fee will neither be credited nor refunded in the event of:

- Withdrawal during the semester
- Failure to withdraw from the school properly
- Exclusion following disciplinary proceedings
- Lessons cancelled by the student
- Lessons not taken as part of a subscription

Tuition fees (1/19.5 per lesson) will be reimbursed via the invoice for the next semester upon written in the following cases only:

- Student has suffered an accident or prolonged illness.
The application must be accompanied by a dated doctor's certificate stating the period of absence.
- The teacher has suffered an accident or illness resulting in more than 2 lessons being cancelled during a semester.
The application must be submitted to the school management by no later than the end of the semester.
- Completion of basic military training. The application must be submitted in writing to the school management before the end of the semester immediately prior to commencement of military training, and must be signed by the teacher.
A copy of the deployment order must be enclosed with the application.
- Completion of at least 4 weeks of full-time education or training in Switzerland or abroad, which would preclude tuition from taking place due to geographical distance.
The application must be accompanied by a dated confirmation from the institution in question, stating the duration of the training.
- Withdrawal during the semester due to relocating to a new place of residence, which precludes attendance at mrd.
The application must include the exact date of relocation and the student's new address.

13. Disciplinary measures

Students who are repeatedly absent from lessons without excuse may be fined CHF 250.00. The fine is intended as a reminder to be mindful of the public subsidies received for music tuition, issued to the parents or guardians and usually imposed after three absences without a valid excuse per school semester.

The school management may also exclude a student from lessons for the above reasons, and also if the diligence, progress and discipline shown by the student are not sufficient, or if the tuition fees are not paid. The school management will decide on a potential readmission upon written application.

14. Image and sound recordings

By enrolling, students or their legal guardians authorise mrd to use images and sound recordings produced at mrd public events for potential publication in print and online media. The mrd will ensure that no images or sound recordings will be used that could have a detrimental effect on the students concerned or which the students concerned have requested not to be used. **Names will not be disclosed; mrd will seek specific prior consent for photographic portraits intended for publication.** Close-up images may, in any event, be taken and used for teaching purposes; the provisions on online teaching also apply.

15. Online lessons

By enrolling at mrd, students and their legal guardians agree that, where objectively required (e.g. in the context of pandemic-related regulations), lessons may be held in the form of distance learning using internet-based video conferencing (online lessons) or otherwise via video technology instead of being held in situ. The management of mrd will decide if this is necessary. The provisions on image and sound recordings and on videos apply in order to protect the student's and their parents' rights to personality and privacy.

16. Change of residence

A change of address must be notified to mrd in writing within one month.

17. Amendment of General School Rules

The School Board of Dübendorf Primary School (*Schulpflege der Primarschule Dübendorf*) is responsible for amending these General School Rules. Amendments may be made at the beginning of each new school year. They will be made known to the students and parents accordingly.

18. Entry into force

These General School Rules were adopted by the School Board of Dübendorf Primary School on 12 April 2022 and enter into force on 1 August 2022.