



SCHOOL OF MUSIC

Swiss School of Music
Aegeristrasse 20, 6300 - Zug
<http://www.swissmusicschool.ch>

Ivan Filchev
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Application Form

Full Name of the Student (First and Last Name) _____

_____ Date of Birth: _____

Address: _____

Postal Code / City: _____

Phone Number (WhatsApp): _____ E-Mail: _____

Parent/Guardian Information:

(First and Last Name) _____

Address: _____

Postal Code / City: _____

Phone Number (WhatsApp): _____ E-Mail: _____

Desired Lessons: Music Ballet Intro to Music Baby-Classic Other _____

Duration of each lesson: 30 Min 45 Min 60 Min 90 Min

Number of lessons per week: _____

Publication of photos and videos of the student:

Yes No With prior consent in each case

Place, Date _____

Place, Date _____

Name and Signature (Student/Parent)

Name & Signature (School)

GENERAL PROVISIONS

School Regulations

The undersigned hereby confirms having received the school regulations and fully accepts the terms contained therein.

Duration of the Contract

The lesson contract with the Swiss School of Music comes into effect upon signing the application or at the latest with the student's first lesson. The lesson contract is concluded for an indefinite period and can be terminated by either party with notice before the end of a semester.

Semester: Beginning of the school year until the sports holidays (approx. 21 weeks)

Termination deadline: December 1

Semester: Sports holidays until the end of the school year (approx. 18 weeks)

Termination deadline: May 1

In case of late termination, the students remain registered and must pay the school fees for another semester.

School Admission

Admission is only possible at the beginning of the school year or semester or in the middle of the semester by agreement with the administration. There is no entitlement to a specific teacher, location, or time. Allocation is at the discretion of the school administration.

School Fees

The undersigned commits to paying the school fees according to Art. 13 of the school regulations within 30 days of receiving the corresponding invoice.

SCHOOL REGULATIONS

Mission

The Swiss School of Music is a non-profit organization. It provides children and young people, regardless of their place of residence or nationality, with comprehensive musical and choreographic (ballet) education and a solid professional foundation at a high level that meets international standards. The school organizes concerts and music events and prepares students for admission to higher music institutions.

Financing/Supporting Association

The Swiss School of Music association pursues no commercial purposes and does not seek profit. The association is politically and confessionally neutral.

Organization

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

Types of Lessons and Subjects

Currently, the Swiss School of Music offers lessons for piano, guitar, violin, singing, music theory, music history, and ballet. There are three levels of individual and group music and ballet lessons: Basic, Standard, Advanced.

- **Basic:** 1 lesson per week (30 Min, 45 Min, or 60 Min)
- **Standard:** 2 lessons per week (30 Min, 45 Min, or 60 Min)
- **Advanced:** 3 or more lessons per week (45 Min, 60 Min, or 90 Min)

The Basic and Standard levels are suitable for beginners and those who view music lessons as part of their general education or as a hobby. The Advanced level is suitable for advanced learners who wish to continue their education at a music high school or higher institutions and prepare for entrance exams at music colleges or simply reach a very high level in music.

Music theory and music history courses are strongly recommended for all levels. They are offered as individual lessons (30 or 45 Min) or as group lessons with at least 3 participants (45 Min).

Participation in Master Classes, Concerts, Music Performances, and Competitions

To improve quality and accelerate music education, the school organizes master classes and holds concerts during the school year and holidays. Additionally, 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 when their teacher considers their level sufficient for public performances.

Concerts, ballet, and music performances contribute to the musical and choreographic practice and personal development of the students and provide parents and the public with an insight into the school's work. The school offers each student the opportunity to perform at least once a year. Students can be excused from participation for a valid reason.

The regulations for participation in concerts (**Appendix 1**) are an integral part of this contract and are signed separately.

Curriculum

The curriculum for individual lessons is individually developed for each student by their teacher according to the student's needs and abilities. Lessons should always be attended punctually and well-prepared. Lessons are only meaningful and successful if the students are willing to practice daily as instructed by the teacher.

Collaboration Between Parents and Teachers

The school emphasizes the importance of good collaboration between the respective teacher and the child's parents. The music or ballet teacher regularly (usually quarterly) informs the parents about the child's progress and provides recommendations on the learning process if necessary. Parents are also encouraged to inform the teacher of any significant circumstances that may affect the learning process.

The school administration thanks the parents for understanding that lessons cannot always be conducted as planned due to the teachers' participation in master classes, competitions, and concerts.

Lesson Location

Lessons take place at Aegeristrasse 20, Zug, Hinterbergstrasse 34, Cham, or another location specified by the school administration.

School Year

A school year at the Swiss School of Music begins after the summer holidays, typically includes 39 weeks of lessons, and is divided into two semesters – Semester 1 and Semester 2 according to the holiday regulations of the Canton of Zug. Admission is at the beginning of a semester.

No lessons are held on official holidays of the Canton of Zug. Lessons take place on other school-free days (e.g., teacher training, shooting day, teacher conferences, etc.).

Individual lessons can be booked separately in exceptional cases. The price for such lessons is determined on a case-by-case basis.

Admission

Admission to the Swiss School of Music is based on 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 type of lessons.

New students are admitted at the beginning of a semester or in the middle of the semester by agreement with the administration. The first semester serves both parties as a trial semester. In exceptional cases, admission is possible in the middle of the semester but requires an additional admission fee of 100 CHF.

Switching from one level of individual lessons to another is possible after consultation with the teacher. The application should be submitted twice a year (deadline: December 1 for the 1st semester and June 1 for the 2nd semester).

Enrollment and Withdrawal; Duration of the Contract

The lesson contract with the Swiss School of Music comes into effect upon signing the application or at the latest with the student's first lesson. The lesson contract is concluded for an indefinite period and can be terminated with notice before the end of a semester.

Semester: Beginning of the school year until the sports holidays (approx. 21 weeks)
Termination deadline: December 1

Semester: Sports holidays until the end of the school year (approx. 18 weeks)
Termination deadline: May 1

In case of late termination, the students remain registered and must pay the school fees for another semester.

The Swiss School of Music is entitled to exclude 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 attendance at lessons
- Non-payment of school fees
- Gross violation of the school regulations or gross misconduct by the parents and/or the student

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

Timetable

The music teachers set the timetable in consultation with the student, parents, and school administration based on the availability of classrooms. The school appreciates all efforts to adhere to the agreed timetable. The timetable can only be changed in justified exceptional cases with the consent of the school administration.

School Fees

The lesson fees are calculated based on the number of weeks per semester according to the following rates:

Individual Lessons:

Basic:

30 Min: 65 CHF
45 Min: 100 CHF
60 Min: 130 CHF

Standard:

30 Min: 60 CHF
45 Min: 90 CHF
60 Min: 120 CHF

Advanced:

45 Min: 90 CHF
60 Min: 110 CHF
90 Min: 170 CHF

Master Classes:

45 Min: 150 CHF
60 Min: 200 CHF

Ballet Lessons:

Individual Lessons:

30 Min: 60 CHF

45 Min: 90 CHF
60 Min: 120 CHF

Group Lessons (at least 3 students, maximum 7 students):

Basic: 35 CHF (1 lesson per week)
Standard: 30 CHF (2 lessons per week)
Advanced: 28 CHF (3 lessons per week)

Music Theory:

Individual Lessons:

30 Min: 45 CHF
45 Min: 70 CHF

Group Lessons (at least 3 students):

45 Min: 30 CHF

Ensemble and Chamber Music:

Individual Lessons:

45 Min: 90 CHF

The school fees are invoiced each semester at the beginning of a semester and are due within 30 days of receiving the invoice. If a payment is not made by the deadline, the Swiss School of Music reserves the right to suspend music lessons until the invoice is paid, without any claim for a refund of the missed lessons. If the school fee is not paid within 30 days of receiving the invoice, a first reminder is sent, and a fee of 30 CHF is charged. The second reminder within 15 days is sent by post, and a fee of 30 CHF is charged. If there is still no payment, the case is forwarded to the debt collection office. The fee for this is 50 CHF plus 4% of the claimed amount.

The Swiss School of Music strives to keep prices as low as possible for its students, making lessons accessible to every child regardless of the parents' financial situation. The offered prices are below cost. Parents who can afford a higher lesson fee (especially for regular lessons) are politely asked to pay a 20% surcharge.

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

An annual administration fee of 45 CHF is charged.

Absences (continued)

If individual or group lessons are canceled due to the absence of the teacher, they will be made up within the semester if possible. A proportional refund of the lesson fee will only be made if less than 50% of the lessons were given during a semester and making up the lessons is not possible for reasons beyond the control of the respective music teacher or the Swiss School of Music.

If a student is unable or prevented from attending a lesson, the music teacher should be informed immediately. Missed lessons by the student will only be made up in exceptional

cases and subject to the availability of the teacher and classrooms; in any case, there is no entitlement to it, and no refund of the lesson fees can be claimed.

In general, lessons should not be missed without a compelling reason. This rule also applies to the student's absence due to school events such as excursions, school trips, school camps, December holidays, exams, etc.

Instruments and Music Sheets

The purchase or rental of an instrument is the responsibility of the student or their parents. The music teachers are available for consultations. Music sheets and sheet music recommended by the music teacher are to be procured and brought by the students.

School Publications on Social Networks and the Website

The school takes photos and videos of students and the learning process for publication on social networks and the website to attract as many sponsors as possible. If the student's parents are against the publication of these materials, they make this known in the document upon signing the contract.

Maintain Order, Hygiene, and Cleanliness

The school administration strives to maintain order, hygiene, and cleanliness in the school premises. All students and teachers are required to wear indoor shoes during lessons. There is a special cabinet for personal shoes in the school building. Parents attending lessons are required to wear indoor shoes or shoe covers.

To ensure hygiene and cleanliness, students, teachers, and parents do not eat in the rooms where lessons are held. Food and beverages are only allowed in a designated area. Hot and cold drinks and light snacks are offered in the school kitchen for a fee. After use, the dishes should be washed and put back.

In the event of infectious diseases, the general health regulations for schools must be applied.

Changes to the School Regulations

The board is responsible for changes to the school regulations. Changes can be introduced at any time (from the beginning of a new semester). They will be communicated to the students or parents.

Effective Date

These school regulations were adopted by the board on January 10, 2024, and come into effect from this date.

Place, Date

Name and Signature (Student/Parent)

Appendix 1 to School Contract 2024

Appendix 1

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 are 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 haven't yet made any decision: _____

“ _____ ” *202* _____

Full Name: _____