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General Terms and Conditions for Enrolment in the Tchaikovsky Music School (NPO)

The French language is official in the school, the translation into English and Russian is done solely to facilitate the understanding of the content of parents who do not speak French. Please accept this information in case of discrepancies in texts in different languages.

1. Admission to the school

Students who want to attend classes at Tchaikovsky Music School must be accepted beforehand by the school direction.

In order to be accepted, students must:

- fill in the registration form (for new pupils);
- re-register for the next school year (for existing student)
- pay the yearly administrative costs and invoices received at the beginning of each term;

Parents or adult students will receive a confirmation from the secretariat that all invoices have been paid. Without this confirmation, the teachers are not allowed to give the lessons. Students cannot attend classes until all payments have been made.

2. Terms at Tchaikovsky Music School and Registration

School year starts September 1st and ends on June 30th.

Registration is done automatically for the entire school year, with the possibility to stop the lessons at the end of a term. In case you want to stop the lessons, please send a mail to STOP@E-M-T.be, one month prior to the end of the term.

In order to extend the registration to the Tchaikovsky School of Music of your child, it is requested to complete and sign the form within 10 days after the delivery of the form by the school by hand or electronically, as well as pay all outstanding invoices (see point 4).

2.1 Individual and semi-collective classes

Terms for individual and semi-collective lessons are as follow: 1) September—December, 2) January- March, 3) April –June

a. General rule

Registration for new students starts as of June 1st.

You will receive the registration confirmation at the secretariat office, if all conditions are met at the time of registration or during the first week of September. Priority is given to students already enrolled in our School for the last term of the previous school year. Students are invited to re-register at the secretariat office (May 1st to 31th) (see point 4)

b. Registration for the term September-December-

New students

Registration for new students starts on June 1st

If all conditions are met, you receive the registration confirmation at the secretariat office during your registration or by mail, the first week of September (1 to 7/09)

Priority is given to students already enrolled in our School for the last term of the previous school year.

Students already enrolled: In May (1st to 31th), parents are invited to re-register at the secretariat office. Once all conditions are met, you will receive the confirmation of registration at the time of registration or during the first week of September. (see point 4)

In case re-registraton documents have not been given in due time, the available schedule can be given to a new student.

c. Registration for the term January-March

Students already enrolled: Registration is extended automatically for the students enrolled in the previous period (September-December). If all conditions are met, parents will receive the confirmation of registration from 15/11 to 15/12 (chap 4)

New students

For new students: registration starts as of December 16th.

If all conditions are met, parents will receive the confirmation of registration during your visit at the secretariat office or during the first week of classes in January

d. -Registration for the term April-June

Students already enrolled: Registration is extended automatically for the students enrolled in the previous period (January-March).

If all conditions are met, parents will receive the confirmation of registration from 15/02 to 15/03 (chap 4)

New students

For new students: registration starts as of March 16th.

If all conditions are met, you will receive the confirmation of registration during your visit at the secretariat office or during the first week of classes in April

2.2 Collective classes

Terms for collective classes: 1) September-December, 2) January-June

a-Registration for the term September-December

Priority is given to students already enrolled in our School for the last term January-June of the previous school year.

In May (1st to 31th), parents are invited to re-register at the secretariat office. Once all conditions are met, you will receive the confirmation of registration at the time of registration or during the first week of September (see point 4).

For new students: registration starts as of June 1st.

If all conditions are met, you will receive the confirmation of registration during your visit at the secretariat office or during the first week of September.

-Registration for the term January- June

- **Students already enrolled** Registration is extended automatically for the students enrolled in the previous period (September-December).

If all conditions are met, parents will receive the confirmation of registration from 15/11 to 15/12 (chap 4)

- **New students** registration starts as of December 16th.

If all conditions are met, you will receive the confirmation of registration during your visit at the secretariat office or during the first week of classes in January

3) Calendar year, holidays, days off; Type of lessons

(A)- Each term is determined according to the school calendar of the Belgian Federation Wallonia-Bruxelles.

During the winter, Easter and summer holidays, there are no classes (including on Saturdays and Sundays)

During official national days there are no classes.

Official national days off are as follows: - 1st November, All St days – 11th November Remembrance, 25th December Christmas Day;; Easter Monday (to be defined), 1st May -Labor Day , Ascension, Pentecost Monday,

Official breaks: 1 week in November break, -2 weeks in December (winter holidays), 1 week Carnival, 2 weeks spring break, summer break 2 months. During the official breaks there are no classes (including on Saturdays and Sundays)

(B)- All students can be granted with a **free class at the end of the period** This allows compensation for absence during the term.

(C)- Adult students: in order to facilitate the classes for adult students with a professional **life**, classes can take place twice a month instead of once a week. At the time of registration, adults are invited to mention the dates they plan to be present. (see point 5 D)

(D)-The School administration prints the **school year calendar** on the School website and Facebook page, as well as on the school agendas given to all students of individual and semi collective lessons. All information is as well given to teachers and on poster in the school premises.

4. General payment information

Administrative costs and insurance of €30 per school year must be paid by each student irrespective of the number of classes attended per month, term or calendar year (fee is not refundable).

Payment of invoice per term: Classes are paid per term after reception of the invoice.

4.1 - Payment of individual and semi collective classes for the first term September-December:

Payment is done after reception of the invoice, to be paid

- At the secretariat office by Bancontact from 01/05 to 31/08 (see 4.6)

- By bank transfer the latest by 31/08 (see point 4.6),

(as of 01/06 for new students)

4.2. Payment of individual and semi collective classes for the second term January-March

Payment is done after reception of the invoice

- At the secretariat office by Bancontact from 15/11 to 15/12

- By bank transfer the latest from 15/11 to 15/12,

(as of 16/12 for new students)

4.3 . Payment of individual and semi collective classes for the third term April-June

- At the secretariat office by Bancontact from 15/02 to 15/03

- By bank transfer the latest from 15/02 to 15/03,

(as of 16/03 for new students)

4.4. Payment of collective classes for the term September-December

Payment is done after reception of the invoice, to be paid

- At the secretariat office by Bancontact from 01/05 to 31/05 (see 4.6)

- By bank transfer from 01/05 to 31/08(see point 4.6),

(as of 01/06 for new students)

4.5. Payment of collective classes for the term January –June

Payment is done after reception of the invoice, to be paid
- At the secretariat office by Bancontact from 15/11 to 15/12 (see 4.6)
- By bank transfer from 15/11 to 15/12 (see point 4.6),
(as of 16/12 for new students)

4.6. Important information: administrative costs and invoices.

During re-registration in May, in case parents do not yet know their child's activities schedule for September, the school offers the possibility to book a schedule at the time of payment of the administrative costs until 07/09. This represents the schedule booking but not the registration confirmation. In this case, payment of the first term will be done during the first week of September at the secretariat office ONLY by Bancontact. Registration confirmation will be given at the time of invoice payment.

4.7. Information for new students

New students can register any time during school year. Invoices will be calculated from the first day of registration until the end of term. Invoices can be paid 1) within 10 days on the school account; in that case, classes start 14 days after the registration date; 2) directly by Bancontact at the secretariat office, in that case classes can start on the payment day.

Starting from the next period, the date of the first course is set by the regulations from Federal Ministry of Wallonie-Bruxelles and cannot be changed.

5. (A) Class schedules, length change, (B) Change of schedule, (C) Change of teacher, (D) Cancellation by students, reimbursement, (E) General rules, (F) Piano Accompaniment., (G) school regulations approval

(A) Lessons take place at the chosen schedule. During the term, no modification can be done to the length of the lesson.

(B) The teacher decides if the student needs a different lesson length. Change can be done at the beginning of the following term. If parents want to change the length of the lesson, they are invited to talk to the teacher who will then inform the secretariat office. The secretariat office takes care of timetables of new students only.

(C). Change and/or absence of teacher

The school guarantees that students will always get high level quality lessons given by highly qualified teachers. For any given reason, the school Direction can decide to assign a new teacher in the course of the school year.

If the teacher is absent:

- For individual and semi-collective lessons

If the teacher cannot give the scheduled lesson, there are two possibilities:

- the lesson is given by a substitute teacher;
- the lesson is postponed in agreement with the student and the teacher.

- For collective lessons

The group lessons are given as planned (same day and time) by a substitute teacher.

(D) Lessons are not reimbursed under any circumstances, nor in case of absence, or in case of interruption of the lessons before the end of the term. In case of late arrival for the lesson, the lesson cannot be prolonged or reimbursed.

In all other instances i.e: strikes, demonstrations, transportation problems, lessons will not be refunded.

Force Majeure-extraordinary circumstances: Lesson fees will be reimbursed only if the competent authorities have instructed the school to close for any given reason (i.e security concerns).

(E). General rules

-The student should arrive 10 minutes in advance for the lesson.

-During the school year, schedule for adult taking individual or semi-collective classes during the day, may vary, as the school administration always tries to allocate the afternoon schedule for children. In that case, adult students will be informed of any change at least 24 hours in advance.

(F) Piano accompaniment

A separate service and invoice will be given to students playing guitar, violin, flute, saxophone or singing who need to be accompanied by a piano for the concert and the exams.

(G) Students and parents are aware and have approved the school regulations as soon as they have signed the registration forms and have taken their second lesson.

6 Diploma, certificate and attendance certificate

-**School diploma**- In order to receive a school diploma, the student must pass all evaluations (3) and take part in the concerts (2) organized by the school.

-**Certificate:** If the student takes part in 3 evaluations or at 2 evaluations and a concert, he or she can receive a school certificate.

- **Certificate of attendance** If the students takes part in less than 3 evaluations and/or 2 evaluations and 1 concert, he or she can receive a certificate of attendance upon request at the secretariat office.

-**In case of absence** for valid reasons (health issues, parents' business trip, family problems, etc.), a written notice should be sent by the parents to the secretariat. In this case, the exam will be arranged at a later date by the teacher and the administration. Without a valid reason, in case of absence, the pupils will not pass the exam and will not receive their diploma.

-In case a student cannot attend the scheduled exam days and wish to take the exams with pupils from other levels for medical reasons or for other reasons, a written notice is always required. Without a valid reason, students will not be accepted at a later date and will not receive their diploma.

-The evaluation lists are always organized by levels and by alphabetical order.

7- Student registration cancelation by the school

(A) The school administration reserves the right to cancel the registration and no longer give lessons to a student, in case of frequent problems encountered with regards to payments (after three defaults, the administration has a right to cancel the registration), as well as in case of non-resolvable disputes between parents and the school administration.

(B) If the student is absent more than 3 times in a row without having informed the school in writing, registration can be canceled and the schedule of the lesson allocated to a new student. No reimbursement will be done .

8. Claim

Anyone who is registered and has paid the first invoice is deemed to have agreed with the general terms and conditions above. Any dispute related to these terms and conditions available on the website and / or given at the time of registration to the secretariat, is within the competence:

- of the Justice of Peace of the canton of Woluwe-Saint-Lambert, located at 1150 Brussels, Avenue Grandchamps, 147, if the amount of the litigation does not exceed 2,500 €;
- the courts of the First Instance of Brussels if the amount of the dispute is higher than € 2,500;

9. Miscellaneous

The administration of the school reserves the right to modify at any time these conditions and this, for a better functioning of the school. In this case, it will imperatively inform parents and students within 15 days about the modification of these conditions. If the parents or the students do not agree with the new general conditions of registration, they have the possibility to terminate the registration within 30 days from the notification of the modifications of the general conditions of registration.

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