

GENERAL TERMS AND CONDITIONS

Registration

- by internet, **from the 1st February 2011**
- in person (the Place Neuve building), **from the 2nd to the 7th May 2011.**

The final deadline for registration is the 31st May. The student's registration becomes effective after considering the number of available places.

Once their acceptance has been confirmed (at the end of June), the registration form shall serve as a binding agreement.

Admission during the course of the academic year is in principle not possible, but each application is considered by the Management.

Commitment, cancellation

Registration is automatically renewed from one year to the next.

Any student deciding not to pursue his or her studies in the following academic year must report this decision in writing before the 15th April of the year in progress.

For any cancellation of registration taking place after confirmation (in June) and before the 30th September, a late cancellation fee of 100.- CHF for a group class and 250.- CHF for an individual class will be charged. Once the deadline of the 30th September has passed, the school fees rates shall still be due for the full academic year.

Change of teacher

Only the dean may authorise a change of teacher. The request, which must be duly motivated, must be drawn up in writing before the 15th April each year, after informing the teacher of this fact.

No changes can take place during the course of the academic year.

Student absence and leave

Students are to excuse any absence with their teacher.

A request for one year's leave (not repeatable) may be sent in writing to the dean before the 15th June that year. The student must then confirm when he or she will return (in writing to the management) no later than during the month of April before his or her return.

Auditions – Evaluations – Examinations

Please refer to the programme of study.

Partial reimbursement of school fees

A request may be addressed to:

Service des Allocations d'études – Rue Pecolat 1 – CP 2179 – 1211 Geneva 1

Tel. 022.388.73.50

Billing

An annual invoice is issued during the course of the 1st trimester and includes the school fees, administrative charges and any potential non-taxpayer rates.

If a 3rd reminder has to be sent, an additional charge of 30.- CHF is levied.

In the event that the invoice is still not settled after the 3rd reminder, settlement of the invoice shall be sought through legal means.

Family discount

Children belonging to the same family registered in classes at one of the three schools (Conservatoire de Musique de Genève, Conservatoire Populaire de Musique et Théâtre or Institut Jaques-Dalcroze) may take advantage of the following preferential rates:

15% for 2 minor children or more and 5% for each additional minor child (20% for 3 children, 25% for 4 children..)

Note that those children who are registered in a music course at college shall not be taken into consideration for family discounts.