

Chapter 1: Preamble and Scope of Application

The Regulations aim to define the operating procedures for the various activities and courses offered within the CIM. They are designed to establish the rules necessary for community life and, based on these, to encourage personal and professional commitment.

Article 1.1: Amendment of the Internal Regulations

The Internal Regulations may be amended whenever necessary. Active students will be notified by email in such cases.

Chapter 2: MEMBERSHIP-ENROLLMENT

Article 2.1: Administrative Formalities and Enrollment

Enrollment of a student implies full acceptance of these rules by the student and their legal guardians. Enrollment is confirmed only upon receipt of the signed registration form. In the event of withdrawal after enrollment, the full tuition fee remains payable.

Teachers are not part of the administration and solely fulfill the role of instructor within the CIM. For any questions, requests for information, or other inquiries, please contact the administration directly at: **admin@cimusique.ch**.

In the case of non-payment, the student will no longer be permitted to attend classes.

Article 2.2 : Re-registration

Registrations for the "Formation" plan are tacitly renewed after the deadline if the student or the student's parents do not express the wish for cancellation or modification. Cancellation fees of half of the tuition fees will be charged in case of withdrawal between the deadline and the start of the next academic year. In case of withdrawal after the start of the academic year, the full tuition fee remains due.

Deadlines for modifying registrations:

- Annual, Semester, and Initiation plans (and other 10-month plans): **June 30**
- Intensive and Semester plans (and other 5-month plans): **December 31**

Article 2.2.1: Re-registration, initiation plan

The Initiation plan is only applicable for the first year of learning and is intended for children aged 3 to 6. After the first year of initiation, the student is **automatically moved to the Year plan**.

Chapter 3: RESPONSIBILITIES

Article 3.1: Responsibility of the parents of children, CIM members.

During the academic year, educational and musical projects may be offered. For these occasional outings, parents must ensure that a teacher is present before each event and personally hand their children over to the responsible teacher. Leaving the child in front of the venue or allowing them to come alone without checking for the presence of a teacher does not constitute taking responsibility for the child by the CIM, and the CIM, administration, or teachers will not be held accountable. If the parents do not come to pick up their child, they are naturally required to inform the teacher of the identity of the person replacing them.

The CIM disclaims all responsibility in case of loss, theft, or damage to personal belongings of any kind left by students.

Article 3.2: Punctuality and Discipline

Students must be present at their home or event location 5 minutes before the start of lessons, exams, auditions, or workshops, depending on the situation. Systematic and unjustified delays allow the teacher to refuse the student without a refund. Any member who, through their words or behaviour, damages the reputation, courses, or proper functioning of the CIM may be dismissed without a refund.

Chapter 4: OPERATION OF THE CIM

Article 4.1: Course Organisation

The lessons schedules are established in coordination with the teacher. Lessons of the "Formation" plan follow a calendar set by the CIM for the year. If you wish to continue lessons with the same teacher for the next year, the teacher will propose the lesson schedule (while trying to make it as comfortable as possible within reasonable limits). However, if you prefer a specific schedule, we will do our best to find another teacher who can accommodate your preferred time.

In any case, the student must propose at least 3 time slots from Monday to Friday, between 9 a.m. and 8 p.m. (across at least two different days).

Article 4.2: Student Code of Conduct

Learning an instrument requires discipline and regular practice; therefore, the student commits to practicing at home diligently.

- Punctuality and Absences: If a lesson is canceled after the schedule has been set, the lesson will not be rescheduled (except in the case of illness with a medical certificate). Such an absence cannot give rise to a refund or reduction in registration fees.
- Equipment: The student will take special care of their instrument.

Article 4.3: Academic Follow-up and Ongoing Evaluation

Evaluations by the teachers are an integral part of the curriculum. These evaluations are organised through continuous assessment, auditions, and/or public performances. An external jury may participate in the evaluation of students, particularly at the end of the cycles.

Article 4.4: Right to Image

CIM may use photos/videos of students and teachers (on the website, in various school publications, etc.). Any refusal to use the image must be specified directly to CIM by email at the time of registration. This will result in either excluding the child/student from the photoshoots or masking their face.

Chapter 5: MISCELLANEOUS**Article 6.1: Communication and Information**

Members and their legal guardians registered with CIM must regularly check their email inbox or other communication means in order to maintain efficient contact with the teachers and the CIM team. Information sent by CIM will primarily be communicated via email.

Article 6.2: Teacher Absence

In case of cancellation by the teacher (due to illness, accident, etc.), two options are available: replacing the lesson with another teacher or rescheduling the cancelled lessons. Teachers will notify the students' families as much in advance as possible.

Effective date: September 1, 2024