



Conservatoire de Musique  
*de Terre Sainte et Environs*  
CMTSE

# GENERAL TERMS AND CONDITIONS

## 1. ENROLMENT

Admission to the Conservatory of Music of Terre Sainte and Surroundings is not subject to an entrance exam.

Enrolment is made for the entire school year and tuition is due for the full year. No cancellation is possible except as provided for the cases mentioned in the following article. Enrolment is possible at any time of the year, subject to availability of places. Parental validation is required for minor students.

Enrolment implies acceptance of these terms and conditions.

## 2. SPECIAL CASES

### 2.1 CANCELLATION AT THE BEGINNING OF THE SCHOOL YEAR

Until the end of the first week of the conservatory's school year, cancellations are possible free of charge. From Monday of the 2<sup>nd</sup> week after start of the conservatory school year and until September 30 of the current year, the cancellation entails a fee of CHF 100.-.

Any cancellation must be notified in writing to the secretariat. Cancellations announced to professors are not taken into consideration.

**From 1 October, a cancellation is no longer possible and tuition is due in full for the entire school year.**

### 2.2 EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, management may, upon request and at will, grant reductions for justified reasons. In case of prolonged illness or accident (without return of the student during the current school year), and on presentation of a medical certificate, reimbursement or suspension of schooling fees may be granted on an exceptional basis.

The request must be made in writing to management.

## 3. TEACHING CALENDAR

Teaching is organized over a school year and classes do not take place during school holidays and official holidays of the Canton of Vaud. Courses that fall on a public holiday are not replaced or refunded.

## 4. ORGANIZATION OF COURSES

The first week of the new school year is devoted to making contact and organizing schedules. The schedule for individual courses is established by agreement between the teacher and the student, once the group lessons have been set. The start of the school year takes place in the second week of the new school year.

## 5. ABSENCE OF THE STUDENT

Any absence of the student must be announced to the teacher as soon as possible. Missed lessons are not replaced, nor reimbursed.

## 6. ABSENCE OF THE TEACHER

In case of absence of the teacher, the courses are rescheduled.

## 7. DISTANCE LEARNING

In case of force majeure or any other exceptional circumstance, the conservatory reserves the right to switch to distance learning for the time needed.

## 8. CHOICE OF TEACHER

The student who wishes to choose his teacher must indicate it on the registration form.

To the extent possible, his/her choice shall be taken into consideration. The classification is done by the Directorate and it is valid, except in the case of force majeure, until the end of the school year.

## **9. CHANGE OF TEACHER**

Only the management can authorize a change of teacher for the following school year. The request must be made in writing before May 31 of each year. A change cannot occur during the current school year.

## **10. ANNUAL STUDY FEES**

### **10.1 RATES**

School fees are set annually and posted on the Conservatory's website.  
A registration fee is charged for each new enrolment, including annual re-enrolments.

### **10.2 FUNDED STUDENTS**

In application of the LEM (Law on Music Schools), pupils under 20 years of age (under 25 years of age for students, proof to be provided at the beginning of the school year), whose parents are domiciled and pay income tax in the Canton of Vaud, benefit from the "funded students" tariff.

### **10.3 NON-FUNDED STUDENTS**

For pupils who do not meet the conditions of the previous article, tuition is not funded.

## **11. PAYMENT OF TUITION FEES**

Tuition fees must be paid on the due date indicated on the invoice.  
The conservatory offers the possibility to pay the full annual amount in one go, for a 2% discount.  
For parents who have three or more children attending the School, a family discount of 10% is granted by the conservatory. This reduction is granted only to families benefiting from the coverage of "funded" rate.  
In the event of non-payment following the usual payment reminders, the file will be forwarded to a debt collection service.  
Management reserves the right to suspend the classes of a student whose tuition is not fully paid.

No re-enrolment is accepted until all invoices from the previous fiscal year are paid.  
In case of enrolment during the current school year, the tuition is calculated pro rata temporis for the beginning of the following month.  
The costs of purchasing equipment and instruments are the responsibility of the student.

## **12. STUDENT ENGAGEMENT**

Regular attendance at the conservatory is required. For successful musical learning, daily individual work of the instrument is indispensable. The pupil must have an instrument for working from home.

## **13. BEHAVIOUR**

Students will ensure a correct and respectful attitude towards teachers and other students, not only during courses, but also in and around the building before and after lessons. The management reserves the right to exclude from the conservatory a student who, by his behaviour, and despite a formal warning, prejudices the smooth running of classes. In case of serious misconduct, exclusion may be immediate.  
In both cases, schooling fees remain due until the end of the school year.

## **14. HEARINGS**

Participation in auditions is in principle compulsory and is part of the student's musical learning.

## **15. REVIEWS**

The examinations are set by the management and the deans according to the curricula established by the FEM. It is required to succeed the passing exam to access to the next level.

These general conditions have been approved by the committee of the Conservatory of Music of Terre Sainte and Surroundings in its sitting of May 13, 2023 and enter into force immediately.