



Terms and conditions

The present terms and conditions apply to all students who are enrolled at the *Musik-Akademie Basel/Musikschule Basel*. By signing the application form, the student or their parent/guardian agrees to these terms and conditions.

1. GENERAL

1.1. School year

The school year consists of two semesters: the autumn semester begins on the first school day after the summer holidays and ends on 31 January. The spring semester begins on 1 February and ends when the summer holidays begin. The dates of these holidays are the same as the school holidays which apply across the canton of Basel-Stadt.

To minimise the impact of timetabling difficulties at the start of the school year, teaching staff may set the form and content of their lessons during the first school week after the summer holidays. To this end, the teacher will contact each student before tuition formally begins. The duration of this meeting will be at least equivalent to the duration of the class in which the student is enrolled.

1.2. Application procedure

The *Musikschule Basel* and the *Musikschule Jazz* are open to anyone with an interest in music. For students who do not live in the canton of Basel-Stadt, special conditions apply (see Section 1.3).

- Applications can be submitted at any time. Application forms are available on the website www.musikschule-basel.ch and from the school secretariat.
- Applications will be reviewed on a first come, first served basis; exceptions to this rule are at the discretion of the school administrators

1.3. Applicants from other cantons and countries

Young people who are under 20 years of age and live in the canton of Baselland (in certain communes, the upper age limit is 25) can attend the *Musikschule Basel* and the *Musikschule Jazz* as part of the intercommunal exchange programme. This exchange must be approved by the music school in the applicant's commune of residence. Students therefore attend lessons in the city of Basel but are enrolled at a music school in their commune of residence and pay the corresponding tuition fees there. Applications and queries are handled by the music school in the commune of residence.

All other interested parties who live in the canton of Baselland or in another country can also enrol at the *Musikschule Basel* and the *Musikschule Jazz*; non-resident tuition fees apply.

In the event that an applicant demonstrates a particular musical inclination and aptitude which cannot be adequately nurtured in their place of residence, the school administrators may decide to waive the non-resident tuition fee and replace it with a special rate. The applicant may be invited to attend an interview assessment with a view to their admission.

1.4. Admission

- Admission to the music school takes place at the beginning of each semester.
- Prior to the formal enrolment process, the school secretariat will contact the applicant to confirm that they still wish to receive tuition at the *Musikschule Basel* or the *Musikschule Jazz*. Admission may be deferred by no more than one year; after this time, the person concerned must re-apply for admission.
- Applicants may indicate their preferred teacher. However, the music school cannot always guarantee their first choice.
- Requests to change subject/teacher for the next semester must be submitted to the teacher and the school secretariat by 15 May (for autumn semester)/1 December (for spring semester).

1.5. Lesson duration and location

- The standard lesson schedule is as follows:
 - Lesson 1.0: 50 minutes
 - Lesson 0.75: 37.5 minutes
 - Lesson 0.5: 25 minutes
- Tuition is provided exclusively at the *Musik-Akademie* and on the Jazz Campus (*Musikschule Jazz*).
- The applicant must provide their teacher with a choice of preferred time slots as early as possible.

1.6. Student obligations

- Students are expected to attend lessons regularly and punctually, and participate in important activities organised by the music school.
- In addition to individual lessons, participation in the school's instrumental ensembles is strongly recommended.
- Students are responsible for purchasing any music supplies required for tuition. They may use the *Musik-Akademie Basel* library at no extra charge. Teachers reserve the right to charge photocopying costs to the student.
- If the student is unable to attend a lesson, they must notify the teacher either directly or via the school switchboard/secretariat as early as possible. Teachers are under no obligation to make up for lessons cancelled by students.
- Students who demonstrate a lack of dependability, commitment and motivation may be put on probation by the school administrators and, if necessary, excluded from classes; the same applies to students whose behaviour disrupts the teaching and learning process.

1.7. Lesson cancellations

- If the teacher is unable to give the scheduled lesson, a substitute teacher appointed by the school administrators will take the class.
- In coordination with the student, the teacher may also make up for cancelled lessons at an earlier or later date.
- In the event of an emergency or sudden illness that prevents the teacher from giving the scheduled lesson, the music school reserves the right to cancel up to two lessons per semester. In such instances, the tuition fee remains unchanged.
- If more than four consecutive lessons are cancelled due to the student falling ill, the student may be granted a reduction in their tuition fees (one-on-one lessons) upon submission of a doctor's note.

1.8. Withdrawal and dispensation

- Withdrawal/dispensation is permitted at the end of the semester (one-on-one lessons) or at the end of the school year (group lessons). The student must discuss their intention to withdraw with their teacher and confirm their withdrawal in writing (e-mail or letter) to the school secretariat no later than 15 May/1 December.
- Late withdrawal requests will be rejected. In the event of early withdrawal, the student must pay the tuition fees for the entire semester. Exceptions to this rule are at the discretion of the school administrators.
- Students may apply for a dispensation for no more than two semesters. The school cannot guarantee that the student will be re-admitted on their preferred date and with the same teacher.
The student must indicate their intention to rejoin the school in writing. This request must reach the school secretariat no later than 15 May/1 December.

1. TUITION FEES

- The tuition fee schedule is available on the website www.musikschule-basel.ch, from the school secretariat or the switchboard.
- Tuition fees are invoiced per semester, i.e. twice a year after the beginning of the semester. Payment by instalments is possible on request.
- With the confirmation of enrolment, the students or their legal guardians undertake to pay the tuition fees on time. In the event of late payment, the student may be excluded from lessons. However, the obligation to pay remains unaffected.
- Adults aged 28 and over may benefit from subsidised individual tuition at the music school for a maximum of five years. After that, the lessons can be continued at the extra-cantonal rate. The school management decides on exceptions.
- Tuition fee reductions must be actively applied for and is usually only granted to students with health insurance premium reductions from the canton of Basel-Stadt. The application form can be obtained from the school secretariat and must be submitted by 1 February/1 September for the current semester.

2. COMPLAINTS

In the event of conflict or questions regarding tuition, the first point of contact is the class teacher. If necessary, the school administrators may be consulted. The highest authority for complaints is the *Musik-Akademie Basel* board.

3. INFORMATION

4.1 Information

By registering at the *Musikschule Basel, Musik-Akademie*, you agree to receive information about the courses and events offered by the institution by post and/or email. This consent may be withdrawn at any time by notifying the school secretariat.

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