

## **Rules and Regulations of the Centre**

### **Individual Classes**

(The following rules and regulations are subject to change without any prior notice.)

#### **I. Enrolment in the Centre**

- Enrolment for lessons requires a completed enrolment form and full payment of tuition and dossier fees. He or she may then begin his class session.

#### **II. Classes**

- During the enrolment process, a time and date of class is assigned in accordance with the teacher's and the student's availabilities.
- The student agrees to possible changes to the schedule established at his discretion and that of his teacher (section III).
- The teacher commits to giving the prescribed number of classes on time during the session as agreed upon with the student.
- The Centre commits to providing a clean space of adequate size and conducive to learning.
- The student agrees to be on time for lessons with his instrument (personal or rental from the Centre). Students who arrive late for lessons will not be given extra time beyond the scheduled lesson time.
- The student commits to respecting the learning environment.

### **III. Attendance Policy for Private Lessons**

- The student agrees to complete the session (10 classes) in 4 months maximum.
- The student agrees to attend all his classes.
- In case of absence, the student must notify the Centre at least 48 hours before in order to justify his absence.
- A justified absence leads to a make-up lesson.
- A student may justify a maximum of two absences per session.
- No catch-up courses or refund will be offered for unjustified absences.
- A week of course resumption is scheduled at the end of each session. The student agrees to be available at the time and date of the make-up lesson(s).
- If prepaid courses remain in the student's record at the end of the session, they will be transferred to the next session.

### **IV. Instrument Rental Policy**

- The student agrees to take care of the instruments and to notify the Centre of any problem or damage as soon as possible. The instrument shall be kept in its case outside class hours.
- No insurance or protection will be provided by the Centre. The student is responsible for checking if his personal insurance covers the instrument.

### **V. Payment Method**

- Payments are made by cash or check payable to the Center des musiciens du monde.
- Course fees for a full session are paid in two payments.
- Payments are made before the beginning of lessons.
- During a session of individual classes, participation in a group course results in a reduction of 10% on the price of the group course.



## **VI. Refund Policy**

- The student may end his class session at all time.
- No fee will be charged to the student in case of cancellation before the session's start.
- In order to end the session, the student must send a Contract cancellation notice (see the attached Centre cancellation form).
- The whole amount paid for the remaining music lessons of the session will be refunded within ten days following the reception of cancellation.
- A penalty, which amounts to 10% of the price of remaining courses that have not been given, will be required.
- Enrolment fees are not refundable.

## **VII. Assignment of Image Rights**

- The student authorizes the Centre des musiciens du monde to photograph, film or record activities in which he takes parts. The use of these images will be restricted to the CMM's different mediums (website, social medias, newsletter and others).
- The student authorizes the Centre des musiciens du monde to use his image in integrity or partially. The student will not have any monitoring or reviewing rights if the Centre des musiciens du monde was to realize photo montages. The student will not take any legal action against the Center des musiciens, its representatives or its employees following the use of its image as part of this agreement.
- The student assigns all image rights without restriction related to territory or time limit. This session includes the use, exploitation, diffusion and reproduction of his or her image. The student's name will remain confidential following the use of his / her image.



Centre des  
Musiciens  
du Monde

Thank you for taking the time to read this document. We hope that you will enjoy your experience at the Centre des musiciens du monde.

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