

Rules & Regulations

Application procedure

Spaces are limited and are allocated on a first come, first served basis. Clubs may not run if there aren't enough enrolments. Parent's email addresses will be shared with the club provider unless parents state otherwise. Trials are available upon request. Trials might be charged for depending on the club provider.

Withdrawal policy

Registration are made for **the whole school year**. Registration can be cancelled up to one month prior to the start of the 1st or 2nd semester. **The cancellation deadline** for the 1st semester is **23rd July 2021** and for the 2nd semester **28th January 2022**. Cancellations must be made in writing. If cancellations are not received for the 2nd semester then your child's enrolment in a club will automatically continue for the 2nd semester. If cancellation periods are not followed, the ASC fees for an entire semester are owed.

Fees

The fees are payable in two parts per semester. Invoices are sent by e-mail from the school. The violin teacher will do her own invoicing.

Absences

Teacher absence: A teacher can cancel their class twice per semester due to sickness. Fees will still be applied and alternative care will be offered for children enrolled in the school.

Child absence: A reimbursement will be offered for more than two consecutive absences due to illness during the semester and only with a doctor's note.

Cancellation policy

Tandem IMS may cancel any club and/or modify any information at any time. In the event that a club must be stopped at the school due to government recommendations then online classes will be offered or classes can be made up at a later date. Course fees will still be charged.

Insurance

Tandem IMS does not accept responsibility for any personal injury nor the loss of/damage to property.

Time / Waiting area

No care service is provided before and/or after the course unless your child is enrolled in the school's late care service. Children need to be dropped off and picked up on time. Parents are kindly asked to not wait in the school building/office during their child's class due to overcrowding.

Exclusion / Unacceptable Behaviour

Children are given 3 warnings per class for unacceptable/disruptive behaviour. With the 3rd warning children will be asked to leave the class and to be collected by their parent/carer. If the child repeats any unacceptable behaviour in subsequent classes, the child will be excluded and the semester fees will still be charged.

Enrolment Form

Course Title	Location	Year	Start Date	Course No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Child's Full Name: _____

Date of Birth: _____

Emergency Contact: _____

Date / Signature: _____

With my signature I hereby enrol my child for the above written club(s) and agree to the terms stipulated in the rules & regulations.

Send enrolment to Tandem IMS, Seefeldstrasse 111, 8008 Zürich or eca@tandem-ims.ch.

A confirmation of enrolment will be sent to you via email.

Tandem ASCs are available for internal and external children.

External children require an initial registration form (Initial registration fee costs CHF 30).

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Space Confirmed: Yes No Date: _____ Child's Class : _____

Billing Information: _____