

Tuition Contract (Enrolment)

Swiss School of Music · Zug

Version 6 of 2 September 2026 · Translation. In the event of any discrepancy, the German version prevails.

Between Swiss School of Music, an association under Art. 60 ff. of the Swiss Civil Code, UID CHE-255.068.497, registered office at Aegeristrasse 20, 6300 Zug, with a further teaching location at Obermühle 6, 6340 Baar (the "School"), and the parent or legal guardian of the student named in the enrolment section (the "Parents").

1. Subject

1.1 This contract governs the enrolment and tuition of the student at the School.

1.2 The School organises tuition according to the programme chosen. The Parents comply with this contract and pay the fees on time.

1.3 The following documents form part of this contract: the price list (Annex A), the school rules, and the regulations for concerts and projects (Annex B). In the event of conflict, this contract prevails, then the price list, then the school rules.

2. Enrolment and admission

2.1 A place requires available capacity in the chosen programme, group or with the teacher.

2.2 Enrolment takes effect once the registration form has been completed, this contract signed, and the place confirmed by the School.

2.3 Admission normally takes place at the start of a semester. In exceptional cases the School may admit a student during a semester, against the higher registration fee set out in the price list.

2.4 There is no entitlement to a particular teacher, location or time; allocation is made by the school management according to age, level and programme. Exceptions are possible by arrangement.

3. Fees and payment

3.1 Fees are set out in the price list, which the Parents have read before signing.

3.2 Fees are invoiced in advance at the start of each semester and are payable within 30 days of the invoice date.

3.3 In case of late payment the School may issue reminders with reminder fees (see price list), suspend tuition until payment, and ultimately initiate debt collection proceedings. Suspended lessons are not made up.

3.4 The School offers income-based social support and further reductions to keep tuition accessible for families in the canton; conditions and amounts are set out in the price list.

4. Settling-in period

4.1 The first three months are a settling-in period. During this time either party may end the contract in writing at any time.

4.2 After the settling-in period the contract continues on the ordinary terms.

5. Duration and termination

5.1 The contract begins on signature or with the first lesson and is concluded for an indefinite period.

5.2 The school year is divided into two semesters and follows the school holidays of the Canton of Zug. The semester dates are published for each school year at [swissmusicschool.ch/kalender](https://www.swissmusicschool.ch/kalender).

5.3 After the settling-in period the contract may only be terminated with effect from the end of a semester. The Parents must submit written notice by 30 November (termination at the end of semester 1) or by 31 May (termination at the end of semester 2).

5.4 Without timely written notice the contract is automatically extended by a further semester.

5.5 Absence from lessons, an oral notice to the teacher, or non-payment do not constitute termination.

6. Missed lessons, make-up and refunds

6.1 Please inform the School or the teacher in advance if the student is unable to attend.

6.2 Lessons missed by the student are not refunded and there is no entitlement to a make-up lesson. A make-up lesson may be offered as a goodwill gesture if the teacher and rooms are available. In case of illness certified by a doctor the School acts with goodwill; a make-up lesson is however a right of the School, not an obligation.

6.3 Our teachers are actively performing concert artists. Concerts, competitions and masterclasses may mean that a lesson cannot take place at the agreed time. If a lesson is cancelled at the instigation of the School or the teacher, the teacher and the School always arrange a substitute teacher, a rescheduled lesson, or an equivalent alternative.

6.4 A pro-rata refund is owed only if fewer than 50 % of the lessons of a semester have taken place and a make-up was impossible for reasons attributable neither to the teacher nor to the School.

6.5 In exceptional cases tuition may be delivered online.

6.6 For individually booked lessons and courses outside the semester contract, in particular adult ballet, the conditions shown in the booking system apply: cancellation or rescheduling is possible up to 24 hours before the start; in case of later cancellation or non-attendance the lesson is charged.

7. Liability and insurance

7.1 Participation in lessons, concerts and events is at the student's own risk.

7.2 The School is liable only for damage it causes through gross negligence or intent, within the limits permitted by law.

7.3 The Parents are responsible for adequate accident and liability insurance. The School provides no insurance cover.

8. Photographs and video

8.1 The School may photograph and film lessons and events for educational, archival and promotional purposes.

8.2 Material in which the student is individually recognisable is used only with the written consent of the Parents; this is given in the enrolment section and may be withdrawn in writing at any time. From the age of twelve the student also signs the consent personally.

8.3 This does not apply to general material in which the student is neither the main subject nor individually recognisable.

9. Personal data

9.1 The School processes personal data only to the extent necessary to deliver tuition and to meet legal obligations, in accordance with the Swiss Data Protection Act. Details are set out in the privacy policy at [swissmusicschool.ch/datenschutz](https://www.swissmusicschool.ch/datenschutz).

9.2 The Parents keep their contact details up to date.

10. Force majeure

The School is not liable for non-performance caused by events outside its control, for example natural disaster, epidemic or official orders. It may change the format of tuition, reschedule, or take other reasonable measures to maintain tuition.

11. Final provisions

11.1 Matters not regulated here are governed by Swiss law and the School's internal documents.

11.2 If a provision is invalid, the remaining provisions stay in force.

11.3 Amendments to this contract require written form and the signature of both parties.

11.4 By signing, the Parents confirm that they have read this contract, the school rules, the regulations for concerts and projects, and the price list.

12. Governing law and jurisdiction

12.1 Swiss law applies.

12.2 The parties seek to resolve disputes amicably; failing that, the courts of Zug have jurisdiction.

Enrolment

Student (first and last name): _____

Date of birth: _____ Address: _____

Postcode / Town: _____ Phone / WhatsApp: _____

Email: _____

Parent / legal guardian (first and last name): _____

Subjects: ☐ Music ☐ Music Performance ☐ Dance ☐ Dance Performance ☐ Baby-Classic ☐ Music theory ☐ Other: _____

Lesson length: ☐ 30 min. ☐ 45 min. ☐ 60 min. ☐ 90 min. Lessons per week: _____

Location: ☐ Aegeristrasse 20, Zug ☐ Obermühle 6, Baar

Programme: ☐ Studio Programme ☐ Academy Programme

Recordings within the school: ☐ Yes ☐ No

Publication on the website, social media and in the press: ☐ Yes ☐ Yes, after prior approval ☐ No

Place, date: _____

The School — Date: _____ Signature: _____

The Parents — Date: _____ Signature: _____