

## Rules and Polices

### REGISTRATION

The registration for the classes (including the test classes) is required and binding, whether it be through e-mail, website ([www.art-point.org](http://www.art-point.org)) or telephone.

The payment is due before the start of the semester or the classes registered for.

Midterm registrations are possible with the agreement of the ART POINT management and only in case of available places in the classes.

When participant continues to attend the classes after the 1st test class, he/ she should register with the registration form and pay the due attendance fee for the semester or course.

### AUTOMATIC REGISTRATION

In order to simplify the registration process for already enrolled participants, the participant is considered automatically registered for the next semester or corresponding subscription period, unless there is a written notice 2 months before the start of this period for cancelling of the enrolment.

Please let us know on time, if you are not participating in the next subscription period for planning purposes, otherwise you will be charged cancellation fees.

### PAYMENTS

After the 1st test class, a full semester fee for the regular classes is due. Midterm signups will be charged based on the classes left by the end of the semester.

Fee per semester based on the number of classes till the end of the semester (e.g. left 11 Saturday ballet classes, price per class: CHF 30, fee: CHF 330).

### FAMILY ALLOWANCES

We support families with more family members (including adults) attending our classes. Reduction of 10% is given to every next siblings or family member enrolled in any of our classes.

### LOYALTY BONUS

Reduction of CHF 30 (loyalty bonus) is given to families that book consecutive semester without interruption (without skipping one semester).

### REFERENCE BONUS

If you bring a friend, that subscribes for our classes, you receive a voucher of CHF 20 to subscribe for your next classes.

### ABSENCES & COMPENSATION

In case of absences, compensation of classes could be done on another day or time of the same class during the current semester or during the following semester, if you have also

Performance and Visual Arts School, Yoga & Dance Fitness, Events & Performances booked and paid it before it starts. If you do not attend a class during the semester, refund is not applicable.

### **CANCELLATIONS**

Upon cancellation after the start of the semester no reimbursement of the amount paid is possible.

If the the cancellation is 8 weeks or less before the start of the semester, you will be charged CHF 150 processing fee. This is a legally binding agreement and will be upheld as such.

### **PARENT/ GUARDIAN PRESENCE**

The presence of the parents/ guardians is not recommended during the classes. As exception you could be present at the first 15 minutes and the last 10 minutes of the first 3 classes, in order to ensure the maximum comfort for all in the learning environment.

### **CLASSES & WORKSHOPS APPEARANCE**

Participants are requested to attend the classes and workshops in clothing and soft shoes, which are appropriate to the planned activities, and bring a personal bottle of water for each participant.

Please do not bring items of value to the classes as well as food.

### **OBJECTIVES DEFINITION**

Before starting each semester, parents can schedule a short meeting together with the child and the corresponding instructor for defining the current status, expectations and objectives for the next semester.

### **INSURANCE**

The health and liability insurances of the participants of our classes is responsibility of the participants or their legal guardians.

In case of material damages in the ART POINT school, caused by you or your child, please contact the ART POINT management in order to arrange with you the appropriate damage repair and eventual insurance payments.

The ART POINT school or our instructors and teachers do not have any liability for the health issues of the participants due to the physical exercises.

### **GENERAL**

In case any special requests or issues, please discuss with the Team of the ART POINT the matter. We will be happy to assist you and find a solution or alternative to fulfil your request.

With the registration you agree with all above rules and policies of ART POINT

#### **Registration:**

on our website: [www.art-point.org](http://www.art-point.org), per e-mail: [info@art-point.org](mailto:info@art-point.org), or per telephone: +41.79.2862.134