



REGULATIONS

- ADVANCED MUSIC COURSES
- LIGHT COURSES
- PRE-ACADEMIC COURSES



SCHOOL REGULATIONS

ADVANCED MUSIC COURSES

Why should you read these regulations?

Since 1994 we have been involved in music teaching and one thing we have learnt: to enable **600 students and 60 teachers** to work together, respecting the needs of each person, as well as those of the admin staff, it is essential that everyone read these regulations and sign them to show their acceptance. This will ensure that **the school functions more efficiently** and that we have more time to give you any help you may need.

What will I find in the regulations?

We have gathered together all the information you need to enable you to attend courses in respect of the fundamental school rules and shared values, thus rendering the teaching/learning experience more effective. For any further information contact us as follows:

From Monday to Friday, from 10.00 am to 2.00 pm | Tel. **0121 321040**

>> Information about LOGISTICS-ORGANISATION

For information regarding courses, how to book lessons, confirmation of enrolment, change of address and anything involving the organisation of lessons.

Secretary for teaching activities

CINZIA CONTI

segreteria@accademiadimusica.it

>> Information regarding PAYMENT OF FEES

For payment of fees and any financial matters.

Administrative Staff

NOEMI D'AGOSTINO

noemi.dagostino@accademiadimusica.it



Accademia di Musica | **viale Giolitti, 7 | 10064 Pinerolo (TO).**

The Accademia di Musica is housed on the first floor of the historic building of the Scuola Militare di Cavalleria di Pinerolo (military academy for cavalry regiments), facing the roundabout with the statue of a horse, close to the Pinerolo train station. The train service to Turin is very frequent: on week days **there is a train every 30 minutes from and to Turin** at peak hours and one every hour off-peak, for a total of **49 trains daily**.



FOR STUDENTS OF OUR COURSES

ACADEMIC YEAR

Courses for each academic year will be held **from October to May or June** at the Accademia's principal address in Viale Giolitti, 7, in Pinerolo, and will follow the schedule of the lessons specified at the time of enrolment (unless otherwise stated).

STUDY PLANS

Study plans individually tailored to the needs of each student will be drawn up by their teacher in co-operation with the Board of Studies. Overall **supervision** of all plans will be carried out by Laura Richaud, in her role as Artistic Director. For the three-year advanced music courses there is a final assessment exam at the end of the third year. However, at the end of each academic year, students may have to take an exam to assess their progress in the programme covered. At their discretion, the Artistic Director or the student's teacher may set tests or examinations over the year of study.

STUDENT OPPORTUNITIES

Once you have become a student of our school a range of opportunities are open to you.

- **Free admission to all concerts** of our concert season (you must book your seat by written request to noemi.dagostino@accademiadimusica.it)
- **You may attend any other lessons** where auditors are allowed. Prior permission from teachers and the school office is required.
- **You may practise in private** in the Accademia. At the school office you can book a study room from those available on a day-to-day basis, depending on the schedule of lessons.
- **You have free use of the concert hall to make recordings.** Availability will depend on the schedule of lessons and of the concerts held in the Accademia.

In addition, as often as possible we try to offer our outstanding students the **opportunity to perform in public** at concerts staged by the school or by our partner associations

SPECIAL ARRANGEMENTS

Discover the discounts on accommodation and meals offered by hotels, B&B etc in Pinerolo to students of the Accademia on our site:

<https://accademiadimusica.it/en/accommodation-and-meals/>



REGULATIONS FOR BOOKING LESSONS

For any matter regarding lessons (excluding payment of fees) your person of reference is Cinzia Conti whom you can contact by e-mail at: segreteria@accademiadimusica.it

BOOKING/CHANGING LESSONS

1. **You must book your lessons** on the GoogleDrive file shared with the office staff, following the instructions given to you at the beginning of the academic year.
2. Apart from unexpected events beyond our control (force majeure), **the dates and times for lessons cannot be modified** without the explicit approval of the teacher involved.
3. **IMPORTANT!! Students are allowed** 2 justified absences for a full course and 1 justified absence for a half course or a Light course **BUT you must cancel the booking at least 24 hours prior** to the lesson time and inform the school office; otherwise we will consider that the lesson has been given. For lessons held **on Sunday**, students must inform their teacher directly 24 hours prior to the lesson, and subsequently must also inform the school office by e-mail.
4. Students who fail **to pay tuition fees** may be barred from attending lessons (see section - Payment of Course Fees).

RECOUPING LESSONS

1. **NO recouping of lessons is possible**, except in exceptional cases agreed upon by the school office.
2. It may be possible to hold these lessons online, if they cannot be taught in-person for reasons of force majeure.

UNJUSTIFIED ABSENCE

1. Unjustified absences - where the student does not inform the school office (or the teacher, for a lesson on Sunday) of their absence prior to the time of the lesson - may lead to the student's **exclusion from the course**.
2. For students **under 18 years** of age, parents will be held responsible for informing the school office when the student will be absent, arrive late or leave early.

PAYMENT OF FEES

ANNUAL ENROLMENT FEE

The enrolment fee must be paid **annually by bank transfer. It is non-refundable.**

The receipt proving that payment has been effected must be **attached to your application** to enrol - use the enrolment form on the Accademia di Musica's website (you will find it at the bottom of the page dedicated to the course you have chosen).

Where a student intends to attend **more than one course**, the enrolment fee must be paid only once for the same academic year.

Students are eligible for a discount on enrolment fees for any **masterclass** they attend.

ANNUAL TUITION FEES

There are two ways to pay the annual tuition fees (unless otherwise stated):

- **In one single payment** to be paid no later than October 31
- **In two installments** (each 50 % of total fees) with the following deadlines:
 - 1st INSTALLMENT no later than October 21
 - 2nd INSTALLMENT no later than December 21

PRE-ENROLMENT FOR ACCADEMIA STUDENTS

Students already attending the Accademia have the right to keep their place if they confirm their enrolment for the following academic year, following the method and the deadlines communicated to them by an e-mail from the school office.

Confirmation of enrolment must be accompanied by:

- a receipt proving payment of the enrolment fee
- an advance payment of 100 euros on the course fees for the following year.

Payment of the remaining fees must be effected as indicated in the instructions above for payment of annual tuition fees.

WITHDRAWAL FROM COURSES

Students intending to withdraw must inform the school office in writing as early as possible. In the case of students withdrawing from courses, neither the enrolment fee nor the tuition fees paid will be refunded. Under no circumstances will the 1st installment of tuition fees be refunded. In order to be exempted from the obligation to pay the 2nd installment of tuition fees, the written notification of withdrawal must reach our office by December 10.

BANKING DETAILS

Bank transfers must be made to the INTESA SAN PAOLO account

Fondazione Accademia di Musica ETS

IBAN: IT71X0306909606100000101696 - SWIFT: BCITITMM

Motivation of payment: name of student / name of course - name of teacher

OTHER REGULATIONS

EXTRA ACTIVITIES

- It is compulsory for each student to take part in **activities relating to the school's involvement in the community** (lessons/concerts for schools and concerts in rest homes and hospitals), as this forms part of their musical training.
- Students must attend all rehearsals for the **orchestra projects** in which they are involved, unless the teacher responsible for the project decides otherwise.
- If students wish to **take part in competitions or concerts**, they must obtain permission from their teacher as well as written approval from the Artistic Director, since the Accademia will be seen as responsible for the quality of their performance.

EXAMS

- For the three-year advanced music courses there is a final assessment **exam** at the end of the third year. However, at the end of each academic year, students may have to take an exam to assess their progress in the programme covered.
- At their discretion, the Artistic Director or the student's teacher may set **tests or examinations** over the year of study.
- **Unjustified absence** from assessment exams will result in the exclusion of the student from the Accademia.

LIBRARY

The library located in the school is available to students for consultation during office hours. When borrowing or returning books, all students must sign the library register in the school office.



Failure to respect any one of the above regulations will result in the suspension or the exclusion of the student from the Accademia.

I, the undersigned,

declare that I have read and accept these regulations.

Signature
(Parent must sign for a minor)

THE SIGNED REGULATIONS MUST BE SENT TO
segreteria@accademiadimusica.it

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