

Terms and Conditions

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K'werk Zug  
Bildschule bis 16  
CH-6300 Zug  
kontakt@kwerk-zug.ch  
www.kwerk-zug.ch

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### **COURSE ATTENDANCE**

#### **01. Course Program**

The K'werk Zug offers a comprehensive range of courses for children and adolescents up to the age of 16. The different courses can be viewed in the Course Program, which is published every six months and is available at [www.kwerk-zug.ch](http://www.kwerk-zug.ch).

#### **02. Participation in the class**

The most important requirement for a successful lesson in the K'werk Zug is the willingness of the students to actively participate in the class. For this to occur, a regular and punctual attendance of the course is essential. If a student is unwilling to commit or whose reliability is insufficient then their participation will be suspended. After consultation with the school administration, it will be decided if further participation in further lessons makes sense.

#### **03. Explanations of courses and lessons**

The school administration as well as the course leaders are available for questions in connection with the course program and lessons. The school administration will provide you with specific contact addresses.

#### **04. Consultation with the school administration**

If conflicts arise that cannot be resolved in a conversation with the course leader in question, the student with their parents can discuss the conflict with the school administration.

#### **05. Course photographs**



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When you register your child, you agree to the publication of photographs for K'werk internal purposes e.g. for illustration at the end of semester Showcase . Photos taken in the classrooms can also be used for the Program Booklet, but always without naming names. The Program Booklet can be downloaded from the homepage. Photos used for any further advertising material for wider advertising purposes, will not be released without permission from parents.

## **COURSE ORGANISATION**

### **06. School Year**

The school year at the K'werk Zug is divided into two semesters – fall and spring – each with a maximum of 15 course units. The holidays coincide with those of the public schools of the canton of Zug. Therefore the fall semester begins in August after the summer holidays and the spring semester begins at the end of February after the sports holiday.

### **07. Course duration**

A course consists of a maximum of 15 units of 120 minutes each, which corresponds to 30 one hour lessons. The course duration can vary from program to program. The courses are in line with demand and can sometimes run continuously over several semesters. Children and teenagers who are already participating in K'werk Zug courses, and want to continue their course in the following semester, have priority when registering.

### **08. Showcase**

The creative work produced in the courses are displayed at the school in a public exhibition at the end of each semester. After the exhibition, the parents are informed when the work can be picked up. Work that has not been picked up within the specified period will be disposed of or used for other purposes.

### **09. Registration**

Registrations for the courses are made using the online registration form, which is available on the K'werk Zug website. Registrations will be considered in the order in which they are received and confirmed by e-mail.

### **10. Requirements and additional clarification**

All students in the region between the ages of six and sixteen are admitted. To ensure continuity in the creative development of children and adolescents, children and their parents can request advice from the school administration on the choice of further course programs.

### **11. Course commencement and confirmation**

Participation in a K'werk Zug program usually takes place at the beginning of a course or after individual consultation with the school administration. Once the online registration has been received, parents will first receive a notification that a place has been reserved in the selected course. Parents will then receive an invoice which is the final confirmation that the course will proceed and that a place has been secured.

### **12. Course location**

Lessons are held on the K'werk Zug premises. The leaders decide on exceptions in consultation with the school administration. Parents are informed in good time about excursions and changes of location.

### **13. Change of course**

Changing a course during the current semester is only possible in justified cases and with the consent of the school administration.

### **14. Course cancellation**

If a course leader is unable to attend, classes will be given by a representative. If this is not possible, an alternative date will be offered. If the class cannot be given for serious reasons and if a substitute leader is unavailable or a replacement date cannot be found, then the school management is authorized to cancel up to two hours per course unit without reducing the course fee.

### **15. Conclusion**



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The conclusion of a course of K'werk Zug takes place without formalities at the end of the respective semester. For the continuation of the course, a new registration is required. The new course program will be published before the end of the semester.

#### 16. Certificate

Course participants will only receive a course completion certificate when they have attended at least 80% of the class.

#### 17. Language of instruction

The language of instruction is generally conducted in High German, unless a course is explicitly offered in a foreign language.

### **COURSE FEES AND INSURANCE**

#### 18. Course fees

The course fee is a maximum of CHF 380.– including material for a whole semester with a total of 30 one hour lessons. The course fees for shorter courses are calculated according to the length of their lessons. The courses are invoiced every semester. The invoice must be paid within 30 days.

#### 19. Insurance

The pupils are not insured against accidents at the K'werk Zug. The legal guardians themselves are responsible for such insurance.

#### 20. Withdrawal / cancellation

After the invoice confirmation from K'werk Zug there is an obligation to pay the corresponding course fee, even if the class is not attended. If a student is ill for more than a month then the course fee could be reduced after presenting a medical certificate.

#### 21. Discount

Children of members of the K'werk Zug Friends Association as well as children who take several courses in the same semester or their siblings also attend a course, receive a ten percent discount on the regular course fees of the additional courses. If course costs exceed the possibilities of a family, 50% discounts can be granted using a dedicated fund from Migros Culture Percentage. Parents can register in advance by calling the school administration.

#### 22. General terms

The Terms and Conditions apply to all pupils of the K'werk Zug school. With the agreement of the Terms and Conditions on the online form, the legal guardians confirm that they have read the Terms and Conditions and agree to them.

Zug, June 2020  
K'werk Zug  
Bildschule bis 16