

# ENROLMENT FORM

Please fill out this form and complete all requested information.

## STUDENT DETAILS

Surname

First name

 ☐ m ☐ f

Address

Zip code and town/city

Phone

Mobile

E-mail

Date of birth

Course year

## COURSE

Wishes to enrol for the

Course

Course location (e.g. Maastricht)

Tuition Day

Time

Trial lesson

First lesson

### For enrolment at the Music School

Required tuition time (valid only for individual lessons)\*

☐ 20 min. a week

☐ 30 min. a week ☐ 30 min. per two weeks (advanced)

Please cross out the days on which you *cannot* take lessons:

☐ mon ☐ tue ☐ wed ☐ thu ☐ fri ☐ sat

Do you want to hire an instrument?

☐ Yes ☐ No

*\*This is our standard offering; other possibilities can be discussed with the Music School coordinator.*

### Payer details

The following is to be provided if the account is paid by someone other than the students (e.g. parents/guardian/association)

Surname

Initials

 ☐ m ☐ f

Address

Zip code and town/city

Phone

Mobile

E-mail

Association

**Payment method** *The amount of the course fee can be found on [www.kumulus.nl](http://www.kumulus.nl).*

☐ Payment in full by direct bank debit

☐ Payment in four instalments by direct bank debit\*

*\*(This applies only to courses lasting more than 20 weeks; enrolments after October 12 must be paid in a single instalment)*

☐ Payment in two or four instalments by direct bank debit\*

*\*(This applies only to short courses; the number of instalments depends on the number of course weeks).*

*Details of the direct debit instalments can be found on [www.kumulus.nl](http://www.kumulus.nl) > Frequently asked questions*

IBAN number:

BIC (Bank Identifier Code)\*:

☐ Payment in full using own payment order

*\* Don't forget to mention the IBAN number and, if payment is made from a non-Dutch bank account, the BIC code. For payment by instalments, the undersigned authorizes Kumulus, until further notice, to collect the course fees from the above-mentioned bank account. If you disagree with the debited amount, you have eight weeks in which to instruct your bank to reverse the payment.*

### Discounts

☐ FSI Discount (send/hand in original form)

☐ Student discount (attach a copy of student card)

*(see also the General Terms and Conditions)*

The undersigned confirms that he/she is aware of the General Terms and Conditions and the prevailing course fees and agrees to them. *TIP: Make a copy of this enrolment form for your own records after filling it in and signing it.*

The information given here is true.

Date

Signature

# GENERAL TERMS AND CONDITIONS

## ARTICLE 1 ENROLMENT

- Applicants can enrol on a course via the website [www.kumulus.nl](http://www.kumulus.nl) or by means of an enrolment form available at the reception desk.

## ARTICLE 2 YEAR-LONG COURSE AND SHORT COURSE

- In these General Terms and Conditions, a year-long course is taken to mean a course that lasts longer than 20 weeks, and a short course is any course other than a year-long course
- A year-long course will be tacitly renewed unless the student cancels prior to July 1 of the year in question. If a course is tacitly extended, the notice period is one month. For individual courses at the Music School there is a trial period of ten weeks – starting on the date of the first lesson – within which written notice of cancellation may be given. If no cancellation is made by the tenth week, the enrolment is definite.
- Notice of withdrawal from a course must be given in writing or by e-mail (stating address and e-mail address). The e-mail address is [cursistenadministratie@kumulus.nl](mailto:cursistenadministratie@kumulus.nl). Students receive confirmation of the withdrawal in writing or by e-mail.
- Short courses terminate on the end date.
- For both types of course, no refund is given in the event of cancellation during the course year, except in the following cases:
  - if such has been agreed in writing with the student beforehand
  - if you switch to another Kumulus course, in which case proof of withdrawal must be submitted
  - for medical reasons, in which case a doctor's certificate must be submitted.
- No refund is given if a lesson is cancelled. Refunds apply only with effect from the third cancelled lesson in any course year.
- If Kumulus terminates a course prematurely, to a proportional refund will be given.
- A new application to register for the Intensive Dance Academy (IDA) must be made each year. It is not possible to terminate this course before the end of the contractual period.
- If you wish to report sick or are unable to attend a lesson, you can do so by e-mailing your tutor. The e-mail address is: [firstname.surname@kumulus.nl](mailto:firstname.surname@kumulus.nl). So if your tutor is Jan Janssen, you send your e-mail to [jan.janssen@kumulus.nl](mailto:jan.janssen@kumulus.nl).

## ARTICLE 3 PLACEMENT

- Students who enrol for a course for the first time will be allocated places in the order in which they enrolled.
- Students who have enrolled for a course receive confirmation of enrolment. The student will be given information about the placement, including the start date, time, and location of the course, before the beginning of the course year. A student who enrolls late may be placed during the current course year.
- If you enrol for individual music lessons, the tutor will make contact with you.
- If a course is oversubscribed or if grant limits have been reached, the student will be placed on a waiting list and kept informed in writing. Alternatives may be offered.
- If there are insufficient enrolments for a course, the faculty head may decide to cancel the course. In that case, Kumulus will offer the students alternatives whenever possible.
- At the end of the course year, students are placed - in consultation with the tutor - on the same or another course (via a transfer form, in the latter case) for the following course year, unless the student has given notice of withdrawal in writing before the end of the course year.

## ARTICLE 4 FEES

- For private Music School students, Kumulus is dependent on the conditions for subsidies of the municipality in which the student lives. The course

fee is determined on the basis of the place of residence of the student on August 1 of the year concerned or, if applicable, the business address of an association.

- Unless otherwise stated, the course fees exclude teaching materials and the cost of excursions etc.
- The age of the student on August 1 of the year concerned serves as the basis for calculating the fees.
- A VAT fee 21% is charged with respect to students who are 21 years or older. This applies only to year-long courses, except in regard to ensembles and musicals.
- No rights may be derived from any incorrectly published course fees.

## ARTICLE 5 PAYMENT

- Payment is to be made in accordance with an invoice that the payer receives after the beginning of the course year.
- In the case of a year-long course payment may be made in full or in four instalments, both by direct debit. If placement occurs after October 12, payment in full is required. For short courses, payment in one, two, or four instalments is possible.
- If payment is not made on time, the statutory interest fee and collection costs will be charged to the payer.
- It is not possible to change the payment method during the course year.
- Students taking ten trial lessons at the Music School are obliged to pay for those lessons, regardless of whether they are actually taken.

## ARTICLE 6 DISCOUNTS

Kumulus operates the following discounts (only for a year-long course):

Student discount: this discount of 25% applies to all students who have a valid student card, a copy of which must be submitted. Students are considered to be those persons taking a full-time course of study lasting at least one year in Maastricht, at MBO (intermediate vocational education), HBO (higher vocational education), or university level.

*Secondary school pupils are not considered to be 'students'.*

No discounts apply to courses for which there are special fees. These are as follows. At the Dance Faculty: the Intensive Dance Academy (IDA) and the performance/choreography group; at the Music School: ensembles, choirs, and orchestras; at Visual Arts: the Academy of Art Preparatory Course; and at the Theatre School: the National Foundation Course for Theatrical Studies.

FSI discount: the original form is to be handed in again every course year. Allowances towards course fees: most municipalities have an allowance scheme for course fees. Students must apply to their own municipality for this. The Municipality of Maastricht operates a scheme known as *Declaratieregeling voor Kosten voor sociaal culturele Activiteiten* (allowance scheme for the cost of socio-cultural activities). This means that under certain conditions residents of the Municipality of Maastricht may subsequently be given an allowance towards the course fees by the Social Services department. Students who believe they are eligible for this must contact the Social Services department themselves.

It is also possible to get an allowance towards the course fees from the *Jeugdcultuurfonds* (Youth Culture Fund). An application can be made by an educator or via the youth care organization *Bureau Jeugdzorg*. More information on this can be obtained from Rob Janssen, the coordinator at *Huis voor de Kunsten Limburg*, who can be reached at [limburg@jeugdcultuurfonds.nl](mailto:limburg@jeugdcultuurfonds.nl) or +31 (0)475 399 285.

## ARTICLE 7 LIABILITY

Kumulus accepts no liability for costs incurred by students as a result of any injury, accident, theft, or damage to property during lessons.

## ARTICLE 8 PORTRAIT RIGHTS

By accepting the General Terms and Conditions, the student consents to the use by Kumulus of photographs in which he or she appears. These photographs are taken during lessons, performances, presentations, or other Kumulus activities. They will be used only as promotional material and no rights will be relinquished to third parties. Any questions or comments relating to this article are to be sent in by post or by e-mail.

*These General Terms and Conditions apply as from the date of enrolment*