

## Fees and Rules for Group Classes, Private Lessons, and Workshops

By enrolling in a group class, private lesson package, or workshop, you agree to respect the regulations explained in this document.

Once a reservation request has been accepted by The Chatterbox administration, you must complete an enrolment form online to ensure that you or your child will be enrolled.

The Chatterbox direction reserves the right to modify these rules and our fee structure. It also reserves the right to terminate an enrolment without prior notice, in case of non-payment of fees, breach of trust, disrespecting these rules, or other just reasons.

### **General Rules for all Classes, Lesson Packages, and Workshops**

Group classes or private lesson packages that are scheduled during the canton Vaud school year calendar will observe official school holidays and vacations as determined by the canton of Vaud. Holiday workshops may be available during school holidays during the summer and the academic year. Our calendar is on The Chatterbox website.

Respecting group class or private lesson times is critical to avoid disruption or keeping teachers late. Students must arrive and depart on time.

The responsibility of The Chatterbox with respect to attending students is limited to the scheduled class, lesson, or workshop times. It does not include the trip to and from The Chatterbox. Note: In the case of on-line group classes or private lessons, The Chatterbox will not assume liability for the student's physical safety.

If a student arrives by car, we recommend using the Martinet parking behind the train station. The Chatterbox will not assume responsibility for parking tickets.

Students (or their parents, if applicable) are responsible for informing The Chatterbox of any absences for reasons of illness, vacations, etc. A simple text message is sufficient.

Photos taken by The Chatterbox staff are not for external use unless prior permission has been obtained from students (or their parents) or proper measures have been taken to protect the identity of the students (e.g., using photo editing tools to blur faces if a photo is used on our web site).

The Chatterbox has a fixed-line telephone, 022 361 5402, which is only used on an exceptional basis to communicate with teachers during class time. Please note that no voice mail or text messaging is supported on this line.

Normal communication with The Chatterbox staff is made using either the administrative email address ([info@thechatterbox.ch](mailto:info@thechatterbox.ch)), teachers' email addresses, or the mobile numbers of teachers or The Chatterbox (as given on our web site).

### **Illness / Insurance / Emergencies**

Students (or their parents) must have appropriate medical (illness and accident) insurance according to Swiss law.

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Students (or their parents) should understand that, despite precautionary measures, there is always a risk of the spread of contagious diseases among groups. This risk can be mitigated if the student refrains from attending if he/she is suffering from a contagious disease.

Students (or their parents) are requested to inform The Chatterbox staff by telephone, SMS message, or email to the concerned teacher if your child will not be in class due to an illness or accident. School fees remain fully due for absences unless an exceptional agreement is made with The Chatterbox direction.

If applicable, enrolment forms should contain the coordinates of a student's parents or other person(s) authorized to accompany the student to/from The Chatterbox.

Emergency contacts should also be listed on enrolment forms, including the name of a physician, if applicable. In case of emergency, The Chatterbox staff will attempt to notify parents or an emergency contact. If necessary, staff will also attempt to consult a physician or even call an ambulance. The student (or their parents) agree, in such cases, to take responsibility for any associated costs for such intervention.

If The Chatterbox teachers or assistants are absent due to illness or accident, there will be no refund of school fees. However, The Chatterbox will make every possible effort to arrange for suitable replacement staff.

### **Specific Rules and Fees for Group Classes**

#### **General**

Our English group classes are available for children of public-school age (i.e., 4 years and older). Classes run from September to June of the academic year.

The maximum class size is 6 students, and classes with fewer than 3 enrolled students may be cancelled, or students asked to move to a different class time.

#### **Enrolment**

Enrolment for English classes are made for the entire school year which includes two semesters:

1. First semester – September to end of January
2. Second semester – February to last class in June

#### **Early Departure**

Cancelling a child's participation for the second semester is possible by making a written request before November 30 and paying a cancellation fee of CHF 150.00. After this date, the second semester fees must be paid in full.

#### **Fees & Payments**

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CHF 600.00 for the first semester which includes textbooks, class materials and enrolment fees payable in September of the first semester

CHF 500.00 for the second semester payable in January prior to the second semester (Note: students starting the second semester will pay an additional CHF 100.00 to cover textbooks, class materials and enrolment fees)

In exceptional circumstances, The Chatterbox will accept cancellation after November 30 but charge a cancellation fee of CHF 150.00 which is payable immediately.

Invoices will be sent via email. E-Banking is the preferred method of payment. The Chatterbox will provide “Bulletins de versement” on request.

### **Specific Rules and Fees for Private English Lessons**

#### **General**

Our private English lessons are available for all ages, children to adults, and are designed to be one-on-one study with a teacher.

Private English classes can be offered during the school year and during summer holidays and are scheduled according to agreement between the student (or parent) and the teacher, but they are intended to be held on a weekly basis.

In the case of on-line classes, The Chatterbox will ensure that a class session is available on-line and that the student (or their parent) has received an invitation to join the class.

#### **Enrolment**

Enrolment for private English classes are made based on purchasing packets of **ten** 50-minute lessons. Additional lesson packets should be purchased as necessary to ensure continuity of the lessons.

#### **Early Departure**

Cancellation of a student's participation in the private English lessons is possible, but no refund of the remaining lessons of the purchased packet is possible due to the administrative and staff costs of planning and scheduling the private lessons.

#### **Fees & Payments**

CHF 750.00 for a packet of **ten** 50-minute lessons; renewable according to the plan of study

Students will also be billed for textbooks.

Textbooks must be agreed upon with the teacher and provided for an additional fee to cover the cost of purchasing them.

### **Specific Rules and Fees for Ukulele Lessons**

#### **General**

## Fees and Rules for Group Classes, Private Lessons, and Workshops

Our Ukulele lessons are available for both youths and adults and are designed to be one-on-one study with a teacher. In exceptional cases, we can arrange to allow a second student enter the class on agreement between the teacher and student (or parents).

Ukulele can be offered during the school year and during summer holidays and are scheduled according to agreement between the student (or parent) and the teacher, but they are intended to be held on a weekly basis.

In the case of on-line classes, The Chatterbox will ensure that a class session is available on-line and that the student (or their parent) has received an invitation to join the class.

### **Enrolment**

Enrolment for Ukulele lessons are made based on purchasing packets of **ten** 50-minute lessons. Additional lesson packets should be purchased as necessary to ensure continuity of the lessons.

### **Early Departure**

Cancellation of a student's participation in the Ukulele lessons is possible, but no refund of the remaining lessons of the purchased packet is possible due to the administrative and staff costs of planning and scheduling the private lessons.

### **Fees & Payments**

CHF 400.00 for a packet of **ten** 50-minute lessons; renewable according to the plan of study

Students will also be billed for textbooks.

Textbooks must be agreed upon with the teacher and provided for an additional fee to cover the cost of purchasing them.

### **Specific Rules and Fees for Holiday Workshops**

#### **General**

The Chatterbox offers creative workshops for children aged 3 to 6 years during the summer and other Canton Vaud school holiday periods. These workshops are conducted daily from 9h00 to 12h00 in both French and English. Space is limited to 12 children per workshop with a maximum of 10 workshops per child.

Please dress your children appropriately; The Chatterbox cannot assume responsibility for stained, damaged, or lost articles of clothing.

#### **Enrolment**

After reserving one or more workshops for your child, you will receive a confirmation by The Chatterbox that your request has been accepted. Subsequently, you must complete an enrolment form for your child to ensure that we will reserve a place for them.

#### **Fees & Payments**

## Fees and Rules for Group Classes, Private Lessons, and Workshops

The price per workshop is CHF 60.00 and includes all materials and a snack. Payment must be made in advance upon receipt of bill using e-Banking (or "bulletin de versement" on demand).