

Rules of Procedure of MUSIC NOTE Skopje

Rules of Procedure of “MUSIC NOTE” Skopje

These Rules of Procedure of “MUSIC NOTE” Skopje aim to ensure productive and high-quality musical experience for students, candidates and teachers. By applying for the program of “MUSIC NOTE” Skopje, students confirm their understanding and acceptance of the conditions established in these rules.

GENERAL CONDITIONS

Code of Conduct

"MUSIC NOTE" Skopje promotes a safe and supportive learning environment for all students, as well as for the teaching staff. Therefore, we expect students, candidates and their families to behave kindly and with respect toward other students, teachers, administrative staff, as well as the music studios, practice rooms, musical instruments, equipment, and materials.

Students are expected to arrive on time for both individual and group lessons and to respect the implementation of the program of the “MUSIC NOTE” Skopje. The school does not bear responsibility for supervising students outside the scheduled time for lessons or practice.

Electronic devices

The use of mobile phones, tablets, iPods, e-readers, and other electronic devices is not allowed during lessons, rehearsals, performances, and backstage during concerts.

To improve the organization and implementation of the program, and in the best interest of the participants, in the case of a family emergency during a rehearsal, performance, or concert, please contact the teacher in charge of the lesson or rehearsal.

ENROLLMENT

Enrollment and registration of students for classes

Enrollment of new students/candidates in “MUSIC NOTE” Skopje is open throughout the entire year. For students who are already enrolled and continue with classes in the following school year, the schedule is determined at the beginning of the new academic year.

All students (new and existing) apply electronically, via e-mail, in order to reserve their place.

Each guardian/parent or student attending classes is required to sign an enrollment agreement at the first lesson, which finalizes the registration at the school. By signing the agreement, the applicant confirms their acceptance of the terms stated in the agreement, these rules of procedure, and other acts of the “MUSIC NOTE” Skopje.

Termination of enrollment

Any student/candidate may leave the program at any time during the current academic year by signing a simple disenrollment form. The student is considered active and enrolled until the disenrollment form is signed and submitted.

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PAYMENT METHODS AND FINANCIAL TERMS

Payment method and deadlines

Payment for attending classes at “MUSIC NOTE” Skopje must be made before the start of the first lesson.

The tuition fee may be paid in full (one-time) or in monthly installments.

Payments must be completed no later than the 10th day of the current month.

Invoicing

“MUSIC NOTE” Skopje issues invoices for the current month, which are sent by e-mail no later than the 1st day of the month. Payments are made exclusively via electronic transfer. Upon request, a printed invoice can be provided.

Monthly installments

When paying monthly, the fee is divided into equal installments each month, starting from the first month of classes.

Students who enroll after the enrollment period (during the first or second semester) will have an adjusted monthly installment according to the number of remaining lessons.

Additional costs

The tuition fee does not include costs for participating in international events, obtaining an international diploma, or the fee for taking an international exam.

Discounts

If a parent/guardian enrolls a second child in “MUSIC NOTE” Skopje, a 15% discount will be granted.

ATTENDANCE POLICY

Class attendance

Students are expected to attend all lessons and rehearsals regularly and on time. Students who arrive late at a lesson cannot expect an extension or compensation for the lost time.

Teachers who arrive late at a student’s lesson are required to replace the time either by extending the same lesson or by arranging another replacement session.

Choir members should note that a maximum of four absences per semester are allowed in order to be able to participate in concerts. General rehearsals are mandatory.

Missed individual lessons

Replacement lessons are provided only in cases of illness or family emergency. If a student is absent because of being sick, the parent/guardian must notify the teacher no later than 9:00 a.m. on the same day. We encourage regular communication between teachers and students whenever a lesson needs to be rescheduled.

Teachers are not obliged to provide a replacement lesson if timely notification is not given.

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Students are entitled to a maximum of two replacement lessons per semester. In cases where a student misses a lesson due to other activities, travel, or personal reasons, teachers are not obliged to replace the lesson, and the tuition fee/lesson fee is not reduced.

If a teacher or the “MUSIC NOTE” Skopje cancels an individual lesson, it will be rescheduled and compensated in agreement with the student/parent.

Communication and progress monitoring

A successful music education at “MUSIC NOTE” Skopje is built on active collaboration between the student/candidate, the teacher, and the parent/guardian. Communication between all parties is considered extremely important.

At the end of the first semester, teachers prepare a written progress report for each student, which includes a detailed review and recommendations. This report will be discussed with the parents/guardians or the students during a scheduled meeting in January.

Parents/guardians are encouraged to stay in regular contact with the teacher throughout the year regarding the student’s progress and needs. Teachers, as well as “MUSIC NOTE” Skopje, are always available to talk about the student’s development and provide additional support.

In rare cases, a parent/guardian or student may have concerns about a teacher or teaching approach. While these situations can be uncomfortable, clear communication is key to resolving any misunderstanding. The first step is to share concerns directly with the teacher. Often, this clarifies misunderstandings or allows expectations to be discussed more fully. If the issue is not resolved after consulting the teacher, a meeting can be arranged with the parent/guardian, teacher, and representative of “MUSIC NOTE” Skopje to determine the best way forward.

Final concerts and competitions

At the end of each school year, “MUSIC NOTE” Skopje will organize annual concert. Throughout the year, students can participate in planned concerts and public lessons. Concerts organized by “MUSIC NOTE” Skopje may be prepared or performed at any time during the school year.

A student’s participation in the annual concert or competitions is coordinated by the teachers, depending on the readiness of each student individually. Competition fees are not included in the regular tuition.

Regular attendance at group rehearsals is very important, as these sessions focus on additional musical and technical coordination among students. These rehearsals usually take place over about two months, and each student will receive a rehearsal schedule in advance that should be followed.

For choir members, full attendance at lessons and rehearsals is essential.

If a student/choir member misses more than four rehearsals, they will not be able to participate in performances, concerts, or similar events.

PUBLICITY AND USE OF PHOTOS

“MUSIC NOTE” Skopje uses professional photographers and video team during concerts, rehearsals, and other events to create materials for promotional and educational purposes.

Events, including evening concerts, may also be live-streamed.

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Photos and videos featuring staff and students may be shared on the school's website, in printed materials, and on the school's social media channels.

Student names are never published alongside photos unless prior written consent is given by the parent/guardian or the student/visitor.

By registering for a program at "MUSIC NOTE" Skopje, you confirm that you understand and agree to this photo and publicity policy.

The Team of "MUSIC NOTE" Skopje