BRiMA
Brussels International Music Academy

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General registration conditions for students of the BRIMA (asbl)

The French language is an official language in the academy, the translation into others languages is made only to facilitate the understanding of the content for parents who do not speak French. Please accept this information in case of discrepancies in the texts in different languages.

1. Admission to courses

Pupils wishing to take lessons at the BRIMA must be admitted in advance by the school administration.
In order to be admitted to the courses, you must:

• **for new students**

- complete the registration form
- set the schedule for a trial class (a schedule for a trial class must be the same as that during the school year)
- pay the annual administrative fees (56 euros) and the invoices received at the start of each period (see point 3)
- pay the annual administrative fees in case of inscription during April-Mai (22 euros) and the invoices received at the start of each period (see point 3)

• **for students already registered**

- confirm in writing whether you wish to re-register for the following year (for students already registered) (see the re-registration form);
- pay the annual administrative fees (56 euros) and the invoices received at the start of each period (see point 3)

Parents receive confirmation of registration from the secretariat attesting to payment of the invoice for the period.
Without this document, the student cannot be admitted to the course.

2. Parents' presence in class.

Parents are not admitted to lessons or inside the school building.
One of the parents can be present during **the first individual** or semi-group lessons to get to know the teacher and observe the way of working.
Parents are not admitted to the **group** lessons.
For all information, parents can contact the administration of the music school via email, telephone or go to the secretariat using the intercom during the opening hours of the secretariat.

3. General payment information

Administrative each student regardless of the type and number of lessons must pay (management and insurance) costs of € 56 per school year (€ 22 if inscription done fin April - May for the current school year, **€ 0** if inscription in June for current school year). The amount is non-refundable.
The courses are to be paid per period ONLY after receipt of the invoice.
Important information:
When the administrative costs have been paid, the invoices made and sent for the registration for the period, that no complaint has been requested (stop@brima.be) and that the pupil was absent from the first two lessons without justifications, the school may as of right:
-Invoice the two lessons where the student was absent
-Cancel registration and release the time slot of this student

4. Classes in the music school and registration

The school year begins 24 August 2026 and ends 02 July 2027.
Registration is done automatically for the whole year, with the possibility of interrupting classes at the end of the period.
In order to extend your child's registration to the BRIMA, you are asked to complete and sign the form within the time limits provided for by the music school regulations (chap. 4 annexe) as well as pay all current invoices (see point 4 annexe)
In case of stoppage, it is requested to send an email to the address STOP@BRIMA.BE during the month preceding the end of the period.
New student registrations are made at any time during the school year. Invoices will be calculated from the day of registration until the end of the period.

5- (A) Class schedule and modification of class duration, (B) Schedule change (C) Change of teacher, (D) Cancellation of classes by students, refunds, (E) General rules, (f) Accompaniment (rehearsals with piano), (G) acceptance of school enrollment conditions), (I) The rules for online courses, (K) Trial course

(**A**). Classes take place according to the chosen schedule. During the period, no modification of the duration of the course can be made.

(**B**). The student's teacher determines the duration and the modifications to be made in the lessons for the following period or for the coming school year. These changes are not made through the secretariat. If the parents wish to make changes to the duration of the course, they must inform the teacher who, in turn, will inform the secretariat. The secretariat only takes care of registrations and timetables for new students.
(**C**). Changement and / or absence of the teacher
The change of teacher during the term or year is the sole responsibility of the management of the BRIMA.
The school is committed to ensuring that quality lessons are taught by top-level teachers.
-**Individual and semi-group lessons-Group lessons**
If, for valid reasons, the teacher cannot teach his course, individual- semi-group –group lessons will be given by a replacement at the usual time
(**D**). Lessons are not refunded under any conditions, neither in the event of absence, nor in the event that lessons stop before the end of the period, nor in case of switching to online mode.
If the student is late, the course cannot be extended and the course cannot be refunded.
In all other cases, ex. strikes, demonstrations, transport problems etc., the courses are not reimbursed.
Force majeure: Classes can only be reimbursed if the relevant government authorities request the school to be closed (public danger), except in cases linked to the epidemiological situation: in this case our school continues to operate in ONLINE mode.
(E). General rules
E1-the student must be present at least 10 minutes before the lesson.
E2-To give priority to young children who cannot take lessons late at night, the administration reserves the right to register adult students at the times least requested by the children. Therefore, the schedules of adults can be changed. In this case, students will be informed of the change, in due course, at least 24 hours in advance.
E3-Classes are given by music teachers registered at BRIMA, they are not private lessons given by teachers. Communications between the school and the parents are carried out exclusively through the school secretariat by email (info@brima.be) and not between the teacher and the pupil.
The responsibility of the school cannot be engaged in the event of a direct agreement between a student and a teacher on the modifications.
(F) Piano accompaniment, rehearsals.
The assistance of an accompanist **is mandatory** at all rehearsals if the repertoire chosen by the teacher provides for this. To be accepted for the exam and concert, guitar, violin, flute and vocal students who need to be accompanied on the piano will pay for this service separately. Rehearsals **ARE NOT compulsory IF** the repertoire chosen by the teacher does not provide for the assistance of an accompanist, for example, if the student is preparing a modern piece and attending an exam and a concert with the musical recording. The repetitions are fixed each school year in the calendar. It is always two Sundays before the exams. If the teacher is able to accompany himself, he must inform the parents of this pupil directly. And this student therefore should not register for rehearsals.
(G) In the second lesson, the students learned about and tacitly accepted the school rules.
(H) In accordance with the law on the use of photos and videos, we would like to inform you that during the concert, festival, workshop, meetings etc. we will take photos and videos.
We will use them for the announcements of concerts with parents, for posters, for the publication of information on our School's Facebook page, YouTube channel etc ... The Academy has no financial possibilities to make alterations, this is why we only accept participants who are not opposed to these publications.
Some performance of the concert will be broadcast live on YouTube, BRIMA channel only during the performance. There will be no delayed replay.
Parents will be able to receive the recording of their children's performance. To do this, you will need to register via the link that will be sent to parents whose children are participating in the concert.
Certain services made on the basis of recordings of concerts, festivals, workshops, etc., will be broadcast on the various media on a permanent basis with the consent of the parents.
(I) The rules for online courses.
a. Students can receive individual or semi-collective online lessons only once per trimester not exceeding 2 consecutive lessons by notifying the school administration in advance in case of sickness or holidays.
b. In cases related to the epidemiological situation, the school continues to operate on-line until the situation stabilizes. Distance courses must be given on the same day of the week and at the same time as in the usual course schedule (except for families where two or more children have their course at the same time). No other course displacement or reimbursement is possible in this situation.
In the event of illness, if you or your child are ill and not going to school/work, we kindly ask you not to come to the academy, so we can avoid transmission of viruses among our different students and teachers who share the same classrooms and, for pianists, the same pianos. If a student doesn't want to miss a lesson, they can always talk about an online class with the teacher.
The online course schedule: only the usual schedule, no changes can be accepted. Exception: to children of the same family who are registered with different teachers but in the same time slot; in this case the administration will be able to try to find the following solution at the request of the parents.
(K) Trial course
After parents confirm that their child is attending a trial class, the school administration issues an invoice for a trial class.
The trial course can be postponed or cancelled (with the possibility of a refund) only if the administration has received notification of the cancellation 48 hours before a trial course.

6. School calendar, dates of holidays, holidays, type of course, registration

A. Each quarter of the current school year is set according to the school calendar of the Wallonia-Brussels Community, no modification of the dates at the start of the period will not be accepted for existing pupils.
During the autumn **holidays** (2 weeks), Carnival (2 weeks): there are no lessons from Monday to Sunday inclusive.
During the Christmas **holidays** (winter holidays), Easter (spring holidays (2 weeks), summer holidays: there are no lessons from Saturday to Sunday inclusive.
Official holidays:
November 1 (All Saints' Day), November 11 (Armistice), December 25 (Christmas), Easter Monday (to be defined); May 1 (Labour Day); Ascension Day and Pentecost Monday (to be defined).
During **school holidays** and **official holidays** there are no lessons.

All invoice calculations are based on these elements.
B. All students are entitled to **a free lesson** during each period if the student is enrolled for the entire period. This system makes it possible to compensate for an absence during the period.
C. For **adults**, in order to allow flexibility in their working hours, lessons can take place twice a month instead of four times a month. When registering, adults are invited to mention all of the course dates during the period (see point 5.D).
D. The school administration publishes the **course schedule** on its website and on the Facebook page according to the above information. This calendar is also posted at school and printed in class journals distributed to students in individual and semi-group lessons.

7. Examinations, Diploma, Certificate and Attestation of Attendance, Participation at the concerts:

All students enrolled in the school must take exams and participate in concerts. Note that students are registered at the music academy and not with the teacher, so participation in the exams is mandatory and cancellation is not possible.
There are only some students who do not obliged to take the exams but always welcome:
Beginner (but not all, to check in the timetables) Free and Adult.
Exam times are scheduled at the beginning of the school year.
Only under the agreement with the academy management the teacher can not to register the student for the exam.

Diploma, Certificate and certificate of attendance:
To obtain a diploma, certificate or certificate of attendance at the end of the year, the student must take part in a certain number of exams and concerts.
To obtain a **Diploma** the student must participate:
For all instruments for Beginner and Superior level 4, 5 as well as singing of all levels:

- 2 exams and 2 concerts during the school year

For all school students:

- 3 exams and 2 concerts during the school year

To obtain a **Certificate**, the student must participate in 3 exams and 1 concert or 2 exams and 2 concerts
To obtain a **Certificate of attendance**:
If the student participates in fewer exams and concerts scheduled to obtain the certificate, or if the student has not participated in all the exams and concerts, he can receive a certificate of attendance of the courses.
- Without evaluation, the student can neither obtain a diploma or certificate nor participate in the concert.
- In case of absence at the exams due to illness or other valid reasons (parents traveling for work, family difficulties, etc.), please send a proof to the secretariat. In this case, it is possible to take the exam on written request with another group, on another day provided for by the school schedule.
Without a valid reason for absence on the day of the exam, students cannot be admitted to the exam or obtain their diploma or certificate.
- Without evaluation, the student cannot obtain a diploma or certificate.

Concerts
Without evaluation, the student cannot attend the concert (except free /libre and adult levels)
Registration for participation in the concert is done by the parents or the student (adult).
The order of examinations and concerts is established strictly by level and in alphabetical order.

Exam in December
- if the student received less than 10 points
- if the student received Unsatisfactory
- if the student has not played a complete program
He can take this exam in February during a technical exam. He will receive the points for his December exam.
The student keeps his level and learns the program of the technical exam and that of June of his level.

Technical review
- if the student received less than 10 points
- if the student received Unsatisfactory
- if the student has not played a complete program
He can take this exam in March and receive the points. The date will vary for each school year.
Date to be checked with the secretariat, because each year is variable
The student keeps his level and learns the program of the June exam of his level.

Exam in June
- if the student received less than 10 points
- if the student received Unsatisfactory
- if the student has not played a complete program
He can take this exam in September and receive the points. The date will vary for each school year.

Date to be checked with the secretariat, because each year is variable

The student maintains his level during the current school year and begins to learn the program for the next year from September.

8.Cancellation of the registration of a student of the music academy

A) The school management reserves the right to cancel registration and no longer give lessons to a student, in the event of frequent problems encountered during payments (after three defaults in payment, the right of cancellation of registration will be asserted), as well as in the event of disputes between the parents and the administration of the school

B) If the student misses 3 lessons without informing the school, their registration may be canceled and the place may be assigned to another student. In this case, the lessons will not be refunded.

9. Dispute

Anyone registered and having paid the first invoice is deemed to have read the general conditions above.

Any dispute relating to these general conditions available on the website and/or submitted when registering with the secretariat, falls within the competence of:

- the Justice of the Peace of the canton of Woluwe-Saint-Lambert, located at 1150 Brussels, Avenue Grandchamps, 147, if the amount of the dispute does not exceed €2,500
- the French-speaking courts of First Instance of Brussels if the amount of the dispute is greater than €2,500

10. Miscellaneous

The administration of the academy reserves the right to modify these conditions at any time for the better functioning of the school.

In this case, it will imperatively inform the parents and students within 15 days of the modification of these conditions.

If the parents or the students do not agree with the new general conditions of registration, they have the possibility of terminating the registration within 30 days of the notification of the modification of the general conditions of registration.

(Version 01.05.2023)

Annexe

(3) General information on payments

3.1 -Payment for individual and semi-group lessons for the first trimester - August-December

Payment is made after receipt of the invoice
- at the secretariat, from May 1 to August 31 (see point 4.6)
- by bank transfer from May 1 to August 31 (see point 4.6)
(from 01/06 for new students)

3.2 -Payment of individual and semi-group lessons for the second quarter-January-March

Payment is made after receipt of the invoice
- at the secretariat, from 15/11 to 15/12
- by bank transfer from 15/11 to 15/12
(from 12/16 for new students)

3.3 - Payment for individual and semi-group lessons for the third quarter of April-July:

Payment is made after receipt of the invoice
-at the secretariat, from 02/15 to 03/15
- by bank transfer from 02/15 to 03/15
(from 03/16 for new students)

3.4 Payment of group lessons for the period - August-December

Payment is made after receipt of the invoice
- at the secretariat, from 01/05 to 31/05
- by bank transfer from May 1 to August 31 (see point 4.6)
(from 01/06 for new students)

3.5 Payment of group lessons for the period - January-July

Payment is made after receipt of the invoice
- at the secretariat, from 15/11 to 15/12
- by bank transfer - from 15/11 to 15/12
(from 12/16 for new students)

3.6 Additional information about the payment of administrative fees and the course invoice

When re-enrolling in May, if the parents do not yet know the schedule of their children's activities in August, the administration offers the following possibility:
- when paying the administrative costs, the administration reserves the schedule agreed by EMT and the student, until September 7. The place is then reserved but this does not constitute confirmation of registration. In this case, payment for the courses is EXCLUSIVELY made at the secretariat from September 1 to 7. If all the conditions are met, confirmation of registration will then be given

3.7 Information for new pupils

Registrations are made at any time during the school year. Invoices will be calculated from the day of registration until the end of the period. Invoices can be paid either - 1) within 10 days on the school account (in this case, lessons can start 14 days after the invoice date), 2) or directly at the secretariat or by bank transfer (in this case, the courses can start on the same day of payment).
The start date of the period is set by the Ministry of the Wallonia-Brussels Federation. No modification of the dates at the start of the period will be accepted for existing students.

4. Periods of classes in the music school and registration

4.1 Individual or semi-group lessons

The periods for individual or semi-group lessons 1) August-December, 2) January-March, 3) April-July

a. General rules for the new school year

Registration of new students for the new school year begins June 1
You will receive confirmation of registration when you visit the secretariat if all the conditions are met or between September 1 and 7 (see point 4).
Priority is given to students who were already enrolled in music school for the period April-June of the previous year. For these, parents are invited to re-register online, the link to the re-registration document is sent by email (from May 1 to 31) (see point 4).

b. Registration for the first trimester: **August-December**

-**For former students**, who have already registered for the last period of the preceding year, if all the conditions are met, you will receive confirmation of registration in our school for August -December the week when you re-enroll from 1 to 31 May or from 1: to 7/09. (see point 4)
If the administration has not received confirmation of re-enrollment within the time limits mentioned, the place can be allocated to new students.
-**For new students**, registrations start on June 1
If all the conditions are met, you will receive confirmation of enrollment in our school when passing through the secretariat or during the first week of September (from 1 to 7/09 °) - see point 4

c. Registration for the second trimester **January-March**

-**For former students**, the registration extension is done automatically for students who have already registered for August -December, if all the conditions are met (see point 4), parents will receive confirmation of registration for the second trimester January-March **between 15/11 and 15/12**)
-**For new students**: registration of new students takes place **from December 16**. If all the conditions are met, you will receive confirmation of enrollment in our school during your visit to the secretariat or during the first week of classes in January

d. Registration for the third trimester **April-July**

-**For former students**, the registration extension is done automatically for students who have already registered for January-March, if all the conditions are met (see point 4), parents will receive confirmation of registration for the third quarter **between on 02/15 and 03/15**)
-**For new students**: registration of new students takes place **from March 16**. If all the conditions are met (see point 4), you will receive the registration confirmation for the period April-June when going to the secretariat or during the first week of classes in April

4.2 Group lessons

The periods for group lessons are 1) August-December, 2) January-June

a. Registration for the period August-December

-**For former students** who have already registered for the last period of the previous year:
Priority is given to students who were already enrolled in music academy for the period January-July of the previous year. . Parents are invited to re-register online, the link to the document is sent to all parents. Re-registrations take place in May (from 1st to 31st). If all the conditions are met (see point 4), parents will receive confirmation of registration immediately or the last week of Auguste or first week of September
-**For new students**, registrations are made from June 1st.
If all the conditions are met (see point 4), parents will receive confirmation of registration for the August-December period at the secretariat upon registration or the first week of September (from 1 to 7/09)

b. Registration for the period January-June

- For former students: Priority is given to students who were already enrolled in the music school for the period August-December. You will receive confirmation of enrollment for the second term between November 15 and December 15. If all the conditions are met (see point 4), parents will receive confirmation of enrollment for the January-June period at the secretariat upon re-enrollment or the first week of classes in January
-For new students: Registration of new students is from December 16 If all the conditions are met, parents will receive confirmation of registration immediately or the first week of classes in January.