

/ IIWM'S RULES OF PROCEDURE /

The purpose of the rules of procedure is to establish common rules for a smooth functioning of the institute.

- The student undertakes to comply with the rules of procedure of the premises and host institutions.
- The registration will be validated upon presentation of the participant's liability insurance certificate and upon receipt of all signed documents including :
 - Individual application form
 - Form "Rates and registration process"
 - IIWM rules of procedure
- The student commits to attend all courses with diligence and will be present at the end of the year for the evaluation in view of the degree completion. Where appropriate, the student might be required to participate in IIWM's pedagogical(s) annual(s) project(s) in view of the end of year audition, by going to meet other musical aesthetics provided by the institute and the conservatories of Marseille and Aubagne.
- The student commits to follow as part of his/her curriculum the musical and vocal training courses, either at the conservatory in Aubagne, either at the CNRR in Marseille or at any establishment of his/her choice, providing this discipline. People who have already graduated are exempt from this course but will have to provide as appropriate a copy of the diploma.
- None of the missed courses can be recovered.
- More than 2 unjustified absences will not validate the current year. To justify the absences you need to send an email to the administration within 48h of your absence.
- Payment will be required by wire transfer to our account at time of the annual registration for the whole year. As an option one quarterly payment is possible. Bank details will be provided by email upon request. Upon receipt of the payment, an invoice will be provided.
- Registration fees are due for the current month.
- Reimbursement conditions apply to students where exceptional circumstances attributable to IIWM don't allow the continuation of the education (refund on pro-rata basis), but also circumstances attributable to the student which cannot be anticipated (sickness, relocation or any other major personal circumstances) and which don't allow the student to achieve his/her education. (Refund on a pro-rata basis, proofs have to be provided).
- Where, after the beginning of the course, for duly justified reasons, a student cannot continue his/her education, a cancellation request can be submitted to IIWM by a circumstantial letter, sent by registered mail with acknowledgement or by mail, in which case the stamp of the post office will be the proof.

Date : / /

Mandatory signature of the liable party or the student of legal age, preceded by the words
« I have read the above rules and undertake to comply with them. »