

## **STUDYING AT EBELI (Ebelin säännöt)**

Espoo Music Institute, pop and jazz department Ebeli

### **WEEKLY LESSONS**

Students are entitled to 17 private instrumental/vocal lessons during both autumn and spring semesters. The duration of the school year is 35 weeks, and in addition to receiving private instruction and participating in group lessons, the students take part in various workshops and events. Ebeli's school year observes all holidays in the Finnish public school calendar.

### **RESCHEDULING OR CANCELLING LESSONS**

Ebeli has a weekly schedule, and every student has his/her own regular time for an instrumental/vocal private lesson. If a student cannot attend his/her lesson at the regular time, he/she must immediately inform his/her teacher about it. The teacher is not obligated to compensate for lessons that have been cancelled by the student. However, if the time of a family holiday trip or a similar foreseeable event is known well beforehand, it is possible to negotiate about rescheduling a lesson with one's own teacher.

Should the student miss his/her lesson without a valid excuse (illness etc.) more than three times during the course of the semester, the student's commitment and ability to continue his/her studies will be reassessed together with the student and his/her guardian/s.

We ask all students and guardians to observe that it is not allowed to attend lessons while ill. Washing hands before attending any lesson or workshop is highly recommended. Ebeli's health and safety guidelines during the covid-19 pandemic are found here [https:// ebeli.fi/ajankohtaista/](https://ebeli.fi/ajankohtaista/)

### **CANCELLATIONS BY THE TEACHER**

A teacher may cancel one (1) lesson per student during a semester due to illness without an obligation to compensate. A second lesson cancelled due to such reason may be compensated by arranging a group lesson or a group project. Should a teacher have to cancel more lessons due to illness, Ebeli is obligated to arrange a substitute teacher for the regularly scheduled lesson time, or schedule compensatory lessons for a time that is agreeable to the student.

### **CHANGE OF ADDRESS**

Students must notify both their private instruction teacher and the Ebeli Office about any changes in their contact information (address, phone, email). GDPR (General Data Protection Regulation) is applied to processing and handling of personal data. Read more about EMO's privacy policy [here](#). If your personal information is confidential, please inform the Ebeli office about this.

### **TUITION FEES** starting 2016

Main instrument 294 €

Secondary instrument 163 €

Additional main instrument (EMO/Ebeli) 221 €

Vocal/instrumental preparatory instruction 189 €

All group courses are included in the tuition fee.

Tuition fee invoices are sent to email addresses of students' aged 18 and over, and to the email address of the primary guardian if the student is underage. An electronic invoice can be requested via online banking services.

If a student decides to terminate or suspend studies during the semester, the tuition fee will be charged in full. In the event of illness or other longstanding hindrance it is possible to apply for a discount to the tuition fee. In this event, a doctor's note or other official documentation supporting the leave of absence must be submitted. Please submit your applications to the Head of the Department.

The board of the Espoo Music Institute Support Association may at their own discretion grant a scholarship or a discount fee to a student for economic reasons based on a separate application. The application forms can be acquired from the Ebeli and EMO office in August at the beginning of the fall semester. Applications are processed once a year by the board, in September. For more info please contact the EMO Financial Manager.

## **BANDS, VOCAL GROUPS**

In addition to private lessons, Ebeli provides a range of opportunities to play and sing in various types of groups and bands (big band, choir, smaller bands etc.). Sufficient instrumental and vocal skills are a prerequisite. Students can enroll in these group activities at the beginning of each semester.

## **THEORY CLASSES AND MUSIC TECHNOLOGY**

Ebeli provides a curriculum in popular music, jazz theory and solfège. Also, Ebeli offers several ways to study music technology. The classes are arranged by proficiency levels. In addition, students can choose from a selection of advanced elective courses. The students of Ebeli can also enroll in theory classes arranged by EMO. Theory classes ("MuHa") form an essential part of the curriculum, and participating in them is a prerequisite for completing one's studies. The students of Ebeli may also participate in theory classes arranged by EMO.

## **CONCERTS AND CLINICS**

Ebeli arranges a wide range of various performing opportunities for the students such as concerts, recitals and matinees. Performing at recitals and concerts is a part of Ebeli's curriculum. Also, various workshops and clinics with changing themes and visiting teachers are arranged during the course of the semester. These special events are primarily open for participation for all Ebeli students.

## **TRANSCRIPTS AND DIPLOMAS**

Students can receive a transcript of their information from the student database when applying for another school or a university etc. The transcript will state the duration of enrollment as well as all completed courses and exams in instrumental/vocal and group studies.

The student will receive a diploma after completing his/her basic level studies.

Upon finalizing his/her specialisation studies ("syventävät opinnot"), the student will receive a certificate of completing the Extended Syllabus for Basic Education of the Arts ("taiteen perusopetuksen laaja oppimäärä") in music.

## **INSURANCE FOR STUDENTS**

All EMO and Ebeli students are covered by an accident insurance. The insurance is valid in Finland as well as abroad while students are participating in activities arranged by the music institute. The insurance covers only medical expenses resulting from accidents. For trips abroad, students will have to acquire their own travel and luggage insurance.

Ebeli's loaner instruments are all covered by insurance. The deductible is set at 1000€, a sum of which is to be paid by the loanee of the instrument. The primary liability lies with whoever has caused the damage, so it is advisable to check if your home insurance covers damages etc. to a loaner instrument. The institute does not offer insurance for students' own instruments. Ebeli's premises as well as the equipment provided for instruction are to be used mindfully and according to directions and guidelines given. Should any damage be caused to the equipment, instruments, sheet music etc., the person/persons responsible will be liable for compensation.

## **REGISTERING FOR THE FOLLOWING SCHOOL YEAR**

A student is expected to register for the following school year ("Jatkamisilmoitus") during the registration period at the end of spring by filling out an electronic registration form in the Eepos online service. This ensures fluent continuation of studies. Instructions on how to use the online service will be sent via email before the beginning of the registration period.

## **TAKING A BREAK IN STUDIES**

Students have the possibility of taking a maximum of one (1) year leave of absence from studies during their enrollment at Ebeli (e.g. student exchange year or military service). A student who intends to take a leave of absence must submit a written notice about his/her intentions to the Ebeli Office well before the beginning of next semester, or in the Eepos online registration service during the registration period. This notice should clearly state the reason for the leave of absence.

Please note that a busy schedule due to other hobbies and/or school will usually not be considered sufficient grounds for granting a leave of absence.

## **TERMINATING STUDIES**

A notification to terminate one's studies at Ebeli after the spring semester is done via the Eepos online registration service during the registration period. Should a termination of studies occur at any another time, the Ebeli Office must then be notified by submitting a written statement. Regardless of the time of termination, the tuition fee will be charged in full. A delayed cancellation (submitted after the registration period) will result in a cancellation fee of 50 €.

Students applying for higher level (e.g. vocational or university) music studies may submit notice of discontinuation by July 31st (via email or other formal notice in written form) without having to pay a cancellation fee.

## **PUBLISHING PERMISSIONS**

In line with the GDPR laws, we will request permission from students and/or guardians before publishing students' names, photographs, and/or any productions by the student.

Ebeli never publishes photographs with students' names without their consent. Ebeli uses photographs taken of students for communication purposes in various forms of media such as advertisements for concerts, the Ebeli website, social media accounts, school year reports and advertisements in newspapers and magazines in printed form.

## **WISHING EVERYONE A REWARDING AND INSPIRING TIME STUDYING AT EBELI!**

## **CONTACT INFORMATION**

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