



# **Enrolment Form & Information**

2024/2025

# Enrolment Form

## How to fill out the document

### ? Pages we need from you

We need you to fill out and sign the pages 3, 4, 5 and 6.

### Pages you can keep

You can keep the pages 7, 8 and 9 for your information.

1

### Read Everything

Please read the full document and the additional information at the end of it. If you have any questions, please contact us before signing the form.

2

### Fill in information

Please fill all the required information on the pages "Lessons Contract 1/3, 2/3 and 3/3".

3

### Sign

Please sign **all 3 pages** "Lessons Contract 1/3, 2/3 and 3/3".

# Lesson Contract 1/3

## Terms & Deadlines

### Student

Student name: \_\_\_\_\_

### Starting Date

Starting date: \_\_\_\_\_

## Terms

### General Terms

**Lesson times:** Lessons are weekly, on school days (see attached school calendar).

**Project Weeks:** Once per term the school can decide to do project weeks (max. 2 weeks). In these weeks there will be no regular lessons, but group lessons. The school has to offer at least 3 different lesson times to the student.

**Student absence:** If a student misses a lesson with or without prior notice, they are not entitled for a make-up lesson.

**Teacher absence:** If a lesson is cancelled because a teacher is unavailable, the lesson will be rescheduled by the school. For group/partner lessons 1 new date will be proposed by the school. For individual lessons the school proposes 3 dates and the student has to pick one.

**Location of lessons:** C/ Francesc Martí i Mora 53, 07011 Palma de Mallorca (unless agreed otherwise).

**Cancellation:** The contract can be cancelled by the given deadlines. If it's not cancelled it automatically continues. A cancellation of the contract needs to be in writing.

**30 days Trial Period:** For new customers, it is possible for the student to cancel their lessons during the first 30 days of the contract. The contract will then run only until the end of these 30 days.

**Government restrictions:** In case that the school is not allowed to give in-person lessons, the customer agrees to have online lessons until the school can open again for regular in person lessons.

**Severability Clause:** If any part of these Terms and Conditions is or becomes invalid, all other components shall nevertheless remain effective and the ineffective part shall be replaced by an effective, mutatis mutandis part.

### Payment Terms

**Enrolment + Materials fee:** When a student newly enrolls, there is an enrolment fee to be paid. Depending on the lessons, there might be a materials fee.

**Tuition:** The tuition depends on the chosen lesson type. Prices are listed in the attached document. Unless noted differently, the fees are to be paid termly and are due at the given deadline. The amount does not depend on the amount of available lessons, but simply on being enrolled.

**Discounts:** Any discounts offered are not to be combined. In case if discounts on various lessons, the highest discount is applied to the cheapest lesson.

**Payment methods:** The payment is to be made via bank transfer to the bank account below.

**Late payments:** A payment is late when the payment deadline was missed. The school will send one written payment reminder with a new deadline. If it is missed again the school has the right to charge additional 5% for every consecutive month that the payment is late.

### Terms for Extras

It is possible to book certain "Extras" for the lessons (not all are available for every lesson type):

## Deadlines

**Payments** **Monthly:** 1st of every month  
**Termly:** 15.08. / 15.12. / 15.03.  
**Yearly:** 15.08.

**Re-enrolment fee:** 15.June

**Cancellation** **After 1st term:** by 15th December (lessons stop 31<sup>st</sup> Dec)  
**After 2nd term:** by 15th March (lessons stop 31<sup>st</sup> Mar)  
 (Late cancellations result in staying signed up for the next term.)  
**After 3<sup>rd</sup> term (end of school year):** If the re-enrolment fee for the next school year is not paid in time, the student will be exmatriculated automatically.

Date \_\_\_\_\_

Signature student or parent \_\_\_\_\_

# Lesson Contract 2/3

## Lessons & Fees

1

### General Fees

#### New Students

- Enrolment fee 30€ (one-time)
- Materials:  
Music, Languages 10€ (1x/year)  
Arts 10€ (1x/term)

#### Trial Lesson

- Individual trial 30min 15€  
Group trial 8€  
(Trial payment will be deducted from later fees, if student signs up for regular lessons after 14 days.)

#### Continuing Students

- Re-Enrolment\* 50€ (end of year)  
Materials:  
Music, Languages 10€ (1x/year)  
Arts 10€ (1x/term)  
\*Will be deducted from future fees for lessons.

2

### Individual Lessons 1-on-1

#### Termly Payment

##### Lesson duration

- |                                     | Term 1 | Term 2 | Term 3 |                             |
|-------------------------------------|--------|--------|--------|-----------------------------|
| <input type="checkbox"/> 60min/week | 656€   | 492€   | 492€   | (equals <b>164€/month</b> ) |
| <input type="checkbox"/> 45min/week | 492€   | 369€   | 369€   | (equals <b>123€/month</b> ) |
| <input type="checkbox"/> 30min/week | 328€   | 246€   | 246€   | (equals <b>82€/month</b> )  |

### Partner Lessons 2 students

#### Termly Payment

##### Lesson duration

- |                                     | Term 1 | Term 2 | Term 3 |  |
|-------------------------------------|--------|--------|--------|--|
| <input type="checkbox"/> 45min/week | 288€   | 216€   | 216€   | (equals <b>72€/month</b> ) per student |

### Group Lessons 45/60min 3-5 or 5-8 students

#### Termly Payment

- |   | Term 1 | Term 2 | Term 3 |                            |
|---|--------|--------|--------|----------------------------|
| <input type="checkbox"/> <b>Normal Groups</b> 5-8 stud.   45/60min        | 192€   | 144€   | 144€   | (equals <b>48€/month</b> ) |
| <input checked="" type="checkbox"/> <b>Focus Groups</b> 3-5 stud.   60min | 272€   | 204€   | 204€   | (equals <b>68€/month</b> ) |

### Group Lessons 90min 5-8 students

#### Termly Payment

- |   | Term 1 | Term 2 | Term 3 |                            |
|---|--------|--------|--------|----------------------------|
| <input type="checkbox"/> <b>Normal Groups</b> 5-8 stud.   90min | 232€   | 174€   | 174€   | (equals <b>58€/month</b> ) |

3

### Extras & Other Payment Options

#### Monthly or Yearly Payments

- Monthly Payments +5%
- Yearly Payments -5%

#### Extras

- Flexible Rescheduling +10€/month (**only indiv. lessons**)
- Monthly Cancellation +10€/month

### Discounts

#### On Group Lessons

- Booked 2 groups -10% on 2<sup>nd</sup> group
- Booked 3 groups -15% on 3<sup>rd</sup> group
- Booked 4 groups -20% on 4<sup>th</sup> group

#### Conditions:

- Booked by same person/family
- Not to be combined with other discounts
- Applies to lesson fees (not material/enrolment)
- Highest discount applied to cheapest group

### Instrument Rental

- Rental** 9€/month
- Deposit** 30€ (to be returned)

Signature student or parent \_\_\_\_\_

# Lesson Contract 3/3

## Personal Information

### Student

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Birthday:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

#### Address

**Street & Number:** \_\_\_\_\_ **Apartment No.:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **City:** \_\_\_\_\_

### Parent 1

Only needed when student is under 18 years old.

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Address**  Same address as student

**Street & Number:** \_\_\_\_\_ **Apartment No.:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Who should we primarily contact?**  Parent 1  Parent 2  Both

### Parent 2

Only needed when student is under 18 years old.

**First name:** \_\_\_\_\_ **Last name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

### Recordings & Whatsapp

#### Photo & Video Recordings

Sometimes we like to take photos of our classes, to either share them with our PAUPA Families or online. It is your decision, if you agree to this or not.

I hereby allow PAUPA to take photos/videos/recordings of the student for :

- Internal** purposes (will only be shared with PAUPA Families)
- Internal + External** purposes (shared with PAUPA Families and might be shared online)
- I do **not** agree to this.

#### Whatsapp Group

- Add me to the Whatsapp group for PAUPA members.

With your signature you agree to have read and accepted our Privacy Policy.

**Signature student or parent** \_\_\_\_\_

# Lesson Contract

## Privacy Policy

Last updated: 22.06.24

- 1. Who we are
- 3. Collecting and using your personal data
- 4. Cookies and Tracking Technologies
- 5. Use of your personal data
- 6. Retention of your personal data
- 7. Transfer of your personal data
- 7. Children's Privacy
- 8. Changes to this Privacy Policy

### 1. Who are we

We are PAUPA International Academy (following "PAUPA"). PAUPA is owned by Patrick Nagel, NIF: Y8798838H. The internet address of the PAUPA's website is [www.paupa.org](http://www.paupa.org). The address is: C/ Francesc Martí i Mora 53, 07011 Palma. PAUPA can be contacted by email at [hello@paupa.org](mailto:hello@paupa.org) or by phone at +34 613005159.

### 3. Collecting and using your personal data

What personal data we collect and why we collect it:

PAUPA collects data for the following reasons: a) to contact customers b) to allow parents to apply for lessons in The PAUPA Music School of Palma, c) to inform you about upcoming events through a newsletter, d) for parents and caregivers to access to our activities, e) to access to the website, f) to allow you to get in touch with the school through our contact form.

Types of data collected:

Personal data

While using our service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you, personally identifiable information may include, but is not limited to: Email address, first name and last name, phone number, usage data (online), address, bank details, usage data (online)

Usage data

Usage data is collected automatically when using our online services (e.g. website). Usage data may include information such as your device's internet protocol address (e.g. IP address), browser type, browser version, the pages of our service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access the service by or through a mobile device, we may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browser you use, unique device identifiers and other diagnostic data.

We may also collect information that your browser sends whenever you visit our service or when you access the service by or through a mobile device.

### 4. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to track the activity on our service and store certain information. Cookies can be "Persistent" or "Session" cookies. Persistent cookies remain on your personal computer or mobile device when you go offline, while Session cookies are deleted as soon as you close your web browser. We use both session and persistent cookies for the purposes set out below:

Essential cookies:

These are cookies that are essential for the operation of our site. They include, for example, cookies that enable you to log into secure areas of our site or make use of e-billing services. We also use cookies to prevent fraudulent use of your login credentials. These cookies are essential for using our site and, therefore, if disabled can severely affect your use of our site.

Analytical (performance) cookies: These cookies allow us to recognise and count the number of visitors and to see how visitors move around our site when they are using it. This helps us to improve the way our site works, for example, by ensuring that users are finding what they are looking for easily. These cookies also allow us to see overall patterns of usage on our site and help us record any difficulties you may have with our site.

Functionality cookies:

These cookies allow us to remember choices you make when you use the website, such as remembering your login details or language preference. The purpose of these cookies is to provide you with a more personal experience and to avoid you having to re-enter your preferences every time you use the website.

### 5. Use of your personal data

We may use personal data for the following purposes:

- To provide and maintain our service, including to monitor the usage of our service.
- To manage your account: to manage your registration as a user of the service. The personal data you provide can give you access to different functionalities of the service that are available to you as a registered user.
- For the performance of a contract: the development, compliance and undertaking of the purchase contract for the products, items or services you have purchased or of any other contract with us through the Service.
- To contact you: To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.
- To provide you with news, special offers and general information about services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information.
- To manage your requests: to attend and manage your requests to us.
- For business transfers: we may use your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal data held by us about our service users is among the assets transferred.
- For other purposes: we may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our service, products, services, marketing and your experience.

We may share your personal information in the following situations, if you gave us permission to do so:

- If you agreed to be added to our Whatsapp Group: Your data will be shared with Whatsapp/Meta, but also with other customers of PAUPA.
- With business partners: we may share your information with our business partners to offer you certain products, services or promotions.
- With other users: when you share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- With your consent: we may disclose your personal information for any other purpose with your consent.

### 6. Retention of your personal data

We will retain your personal data only for as long as is necessary for the purposes set out in this Privacy Policy. We will use your personal data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

We will also retain usage data for internal analysis purposes. Usage data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our service, or we are legally obligated to retain this data for longer time periods.

### 7. Transfer of your personal data

Your information, including personal data, is processed at the PAUPA's operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to – and maintained on – computers located outside of your country where the data protection laws may differ from those from your jurisdiction. Your consent to this privacy policy followed by your submission of such information represents your agreement to that transfer. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and no transfer of your personal data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

Security of your personal data

The security of your personal data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal data, we cannot guarantee its absolute security.

### 7. Children's Privacy

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your child has provided us with personal data, please contact us. If we become aware that we have collected personal data from anyone under the age of 18 without verification of parental consent, we take steps to remove that information from our files. If we need to rely on consent as a legal basis for processing information we may require a parent's consent before we collect and use that information.

### 8. Changes to this Privacy Policy

We may update your Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. We will let you know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

# Groups 2024/25

## Fees

**48€**  
Normal Group 45min  
3-5 years

**48€**  
Normal Group 60min  
5+ years

**58€**  
Normal Group 90min  
5+ years

**68€** <sup>F</sup>  
Focus Group 60min  
5+ years

<sup>F</sup> = Focus Groups with only 3-5 students (Normal Groups 5-8)

## Music

Age	Group	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
3-5	Music Introduction "Littles"	45min	192€/144€	48€
5-7	<sup>F</sup> Guitar	60min	272€/204€	68€
5-7	<sup>F</sup> Piano	60min	272€/204€	68€
7-12	<sup>F</sup> Guitar	60min	272€/204€	68€
7-12	<sup>F</sup> Piano	60min	272€/204€	68€
7-12	<sup>F</sup> Singing	60min	272€/204€	68€
7-12	<sup>F</sup> Band	90min	232€/174€	58€
12-18	<sup>F</sup> Guitar	60min	272€/204€	68€
12-18	<sup>F</sup> Piano	60min	272€/204€	68€
12-18	<sup>F</sup> Singing	60min	272€/204€	68€
12-18	<sup>F</sup> Band	90min	232€/174€	58€
Adults	<sup>F</sup> Guitar	60min	272€/204€	68€
Adults	<sup>F</sup> Piano	60min	272€/204€	68€

## Languages

Age	Group	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
3-5	English	45min	192€/144€	48€
3-5	Spanish	45min	192€/144€	48€
5-7	English	60min	192€/144€	48€
5-7	Spanish	60min	192€/144€	48€
7-12	English	60min	192€/144€	48€
7-12	Spanish	60min	192€/144€	48€
12-18	<sup>F</sup> English	60min	272€/204€	68€
12-18	<sup>F</sup> Spanish	60min	272€/204€	68€
Adults	<sup>F</sup> English	60min	272€/204€	68€
Adults	<sup>F</sup> Spanish	60min	272€/204€	68€

## Arts

Age	Group	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
5-7	Painting and Drawing	90min	232€/174€	58€
7-12	Painting and Drawing	90min	232€/174€	58€
12-18	Painting and Drawing	90min	232€/174€	58€
Adults	Painting and Drawing	90min	232€/174€	58€

# Individual/Partner 2024/25

## Fees

<b>72€</b> Partner 45min - 2 students	<b>82€</b> Individual 30min - 1 student	<b>123€</b> Individual 45min - 1 student	<b>164€</b> Individual 60min - 1 student
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## Music

### Individual Lessons (1 student)

Age	Instrument	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
All ages	All instruments	60min	656€/492€	164€
		45min	492€/369€	123€
		30min	328€/246€	82€

### Partner Lessons (2 students)

Age	Instrument	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
All ages	All instruments	45min	288€/216€	72€

## Languages

### Individual Lessons (1 student)

Age	Instrument	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
All ages	All languages	60min	656€/492€	164€
		45min	492€/369€	123€
		30min	328€/246€	82€

### Partner Lessons (2 students)

Age	Instrument	Duration/week	Fees/term Term 1/Terms 2+3	Fees/month (paid by term)
All ages	All languages	45min	276€/207€	72€

## Arts

No individual lessons or partner lessons.



# School Calendar 2024/2025

LESSON START

Term 1

SEPTEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Term 2

JANUARY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Term 3

APRIL						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Summer

JULY						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**No Lessons**



- Oct 12
- Nov 1
- Dec 6
- Dec 8
- Dec 21 - Jan 7**
- Mar 1
- Apr 17- Apr 27**
- May 1
- Jun 24
- Jun 21 - Aug 31**

- Fiesta Nacional de España
- El Día de Todos los Santos
- Día de la Constitución
- Inmaculada Concepción
- Winter Break**
- Día de las Islas Baleares
- Easter Break (Semana Santa)**
- Fiesta del Trabajo
- San Juan (Palma)
- Summer Break**

**Events**



- Sept 2 - Sept 7
- Dec 14
- Mar 22
- Jun 14
- Welcome Week + Trials (new and old students)
- Final event 1st term
- Final event 2nd term + 2 project weeks
- Final event 3rd term

**Summer Camp**



- Jun 23 - Jun 27
- Jun 30 - Aug 4
- Aug 7 - Aug 11
- Week 1 (Mo-Fri, Tuesday holiday)
- Week 2 (Mo-Fri)
- Week 3 (Mo-Fri)