****

 **ULSTEIN KOMMUNE**

 **Ulstein kulturskule**

**REGULATIONS**

30.09.2015

1: All UKS applicants must submitt an enrollment form. Registration is binding and liabilities of one school year. For children under 18 years of age, the form must be signed by a parent/guardian. Registration deadline is the last week of april.

After the main intake of students notification must be given before 10.June, for places not accepted.

2:  A student has a place at UKS until it is terminated in writing. It is not sufficient to notify the teacher. A students place can not be inherited or overtaken by a sibling. Students keep their place when applying to change discipline, until it's terminated in writing. The date of termination is the same as enrollment. By opting for the period, one is to calculate a student at school following school year until its termineted in writing. Students will be considered active the following schoolyear when termination occurs after the deadline.

3: UKS can registrer applicants all year. If a place is availible students may be admitted during the school year. Admission criteria from the waitinglist is enrollment date, age of applicant, and an overall assesment from the schools principle and teaching staff.

4: The school year is devided into two semesters, autumn and spring. Term times follow the primary and secondary schools.

5: School fees are determined by the council board (kommunestyret). Invoices for fees are sent from the finance office in autumn and spring.A moderation is given to siblings and students with several disciplines. In certain disciplines a fee for materials will accrue (currently 400 NOK per year).

6: Exemption from fees upon withdrawal in the middle of a school year is not permitted. In special surcumstances an applicant  can apply for exemption from new year, through the Kultursjefen in Ulstein kommune. If the semester has started the student fees must be paid in full. With special surcumstances we mean moving or medical issues.

7: Students must themselves cover the cost of notary and other teaching material.

8: UKS have a limited number of instruments for loan. A rental agreement must be signed by parent/guardian. The fee is currently 500 NOK per year. Students must cover the cost for ekstra strings  and reeds. Damage must be reported immediately to UKS. If the damage is a result of bad handeling, the repair costs will be invoiced to the student. The maximum time to hire an instrument is 3 years, unless agreed otherwise by UKS.

9: UKS can cancel lessons, without refund, for short periods of time if there is difficulty in obtaining a substitute teacher. Students should also expect timetable changes during UKS projects and concerts.

10: Students should arrive punctually and prepared for their lessons. The teacher or the UKS office should be notified directly in case of illnes or absence. Missed lessons will not be rescedueled.

11: Complaints should be sent to Levekårutvalget ved kommunalsjef for oppvekst- og kultur.

Julianne Hauge

Headmistress