

## **Alquimia-LAB SCHOOL REGULATIONS - 2024/2025**

### **Academic year calendar 2024/2025:**

September 2, 2024, to December 19, 2024

**Christmas holidays** (December 20 to January 2)

January 3, 2025, to April 7, 2025. (Carnival: March 3, 4, and 5)

**Easter break** (April 8 to April 21)

April 22, 2025, to July 31, 2025

### **Schedule:**

Monday to Friday mornings from 10:00 am to 13:00 pm

Monday, Tuesday, Wednesday, and Thursday afternoons from 2:30 pm to 5:30 pm

Monday and Tuesday evenings from 6:00 pm to 9:00 pm

Saturdays from 9:00 am to 13:00 pm

### **Fees:**

**Registration fee:** 100.00 euros

#### **Monthly payment:**

1x per week (3 hours weekly): 95.00 euros

2x per week (6 hours weekly): 155.00 euros

3x per week (9 hours weekly): 190.00 euros

4x per week (12 hours weekly): 220.00 euros

5x per week (15 hours weekly): 250.00 euros

1x per week (3 hours weekly after work hours): 105.00 euros

2x per week (6 hours weekly after work hours): 170.00 euros

Saturdays (4 hours weekly): 155.00 euros

The payment of the fee must be settled, without fail, by **the 8th day of the corresponding month**. Late payment of the fee will result in a fine of 2 euros per day of delay and the freezing of class attendance until the situation is regularized.

Payment can be made in cash, by check, or by bank transfer to the account.

**The 12 months must be paid in full.**

**All students who attend the academic year until July and have unfinished training must pay for the month of August.**

A student can change the type of chosen monthly payment, **provided they communicate their intention in the month prior to the desired change, and never in the months of the Christmas, Easter, July, and August periods.**

The school closes for school holidays in the month of August, two weeks during the Christmas period, during Easter, and for three days during Carnival.

If a student cannot attend classes, they must always keep their fee updated to avoid their enrollment being considered invalid.

When a student misses a class, they should inform the school as soon as possible.

Absences can be made up depending on schedule availability and approval from the instructor(s).

Absences must be made up within a maximum period of 90 days.

Absences can only be made up if the student continues to be enrolled and pays the fee at the school.

Holidays are not possible to make up for.

Attendance on Saturdays and after-work classes is exclusive to students enrolled at those times.

The student must always bring saws, files, drills, and when necessary, solder, silver, stones, and gold.

The student is responsible for tidying their workbench, as well as any materials or tools used during the class.

Five minutes before the end of the class, the student should start tidying their workstation, and all tools used must be put back in their place.

It is strictly prohibited for students to remain at the school during break times.

### **Manual:**

The exercises in this manual are numbered and are part of a pedagogical program that is divided into a first chapter introducing the most basic techniques of Jewelry, and a second chapter focusing on more advanced and experimental techniques.

Basic drawing techniques (especially geared towards jewelry), models, or other visual aids aimed at understanding the project will be covered.

The program also includes a theoretical/practical introduction to marketing concepts such as selling the product, brand/image presentation, packaging, etc.

The manual entails the execution of objects (such as napkin rings, boxes, among others), which can be built from scratch or not. There will always be a theoretical component supporting the exercise execution to provide the student with adequate training.

Before starting each exercise, and with the instructor present in the class, every student must carefully read the manual sheet and understand the exercise's objective. They should fill in their details for identification purposes. There is a blank space on each exercise sheet for the student to note down important points. This space should be given special attention as summarizing the learned material requires reviewing and internalizing it and clarifying any doubts. Additionally, all verbal information provided by the instructor should be retained.

When necessary, other important documents related to the project's development, such as individual research on the topic, drawings, references to models (if applicable), etc., should be attached to the exercise sheets. A well-organized manual reflects effective learning.

The repetition of a specific exercise or taking longer to complete a task does not indicate lack of talent and should not cause frustration to the student. Repetition and humility are key to mastery.

The manuals should not leave the school premises without the instructor's authorization.

The manuals will be handed out to the student at the end of the course.

If a student does not complete the course, they will only be given a portion of the manual corresponding to the work completed up to that date.

The copyright of this manual is registered and is the property of Alquimia-Lab School.

\_\_\_\_\_ **Highlight and deliver** \_\_\_\_\_

**DECLARATION**

I declare that I have read and agree with the School Regulations 2024/2025 of Escola Alquimia-Lab.

The student \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_