

GENERAL TERMS AND CONDITIONS

Cursus Program on Composition and Computer Music

Last update: September 30, 2021



The general conditions apply to the Cursus program offered by IRCAM, with the exception of the other services/products offered on the institute's websites.

Participants declare that they have read and accepted the present general conditions before ordering or registering for a training session.

1- PRICES

The prices are indicated in euro on the basis of the rates in force at the time of your order. The prices of the professional trainings are not subject to VAT.

A single rate is applied to the Cursus program, whether the course is taken on an individual basis or as part of continuing professional education.

IRCAM reserves the right to modify its prices at any time.

2- SELECTION OF PARTICIPANTS

2-1. Call for applications

Participation in the Cursus is possible by selection: every year, IRCAM launches a call for applications during the second semester of the current year. Ten participants are selected to follow the course in the fall of the following year.

The conditions for application are detailed on the IRCAM website: <https://www.ircam.fr/transmission/formations-superieures/cursus/>.

2-2. Communication of results

Main list: IRCAM contacts the people on the main list to inform them of their selection and sends them a quote.

They have a period of 20 days to confirm their intention to follow the training.

Waiting list : IRCAM informs those on the waiting list. They will be contacted in case of withdrawal from the main list.

Rejected candidates : those not selected are informed as soon as possible of the jury's decision.

3- REGISTRATION

Registration is only open to those selected following the call for applications.

They can enter the program with their own funding. It is also possible to benefit from different funding schemes for continuing professional education depending on one's status (job seekers, intermittent entertainment workers, artist-authors...). For this, an estimate established by IRCAM must be given to the organization likely to finance your training or to your employer beforehand.

3-1. Training is paid for individually by the participant

- If the participant confirm their intent to register, IRCAM confirms receipt of the registration request and sends the professional training contract as soon as possible.

- Participants must return the signed training contract to IRCAM. After the withdrawal period (see article 4), the person must send a deposit of 30% of the total amount before March 15 of the year in which the training begins.

In the event that this withdrawal period extends over the training period, the person expressly waives his/her right of withdrawal as soon as the training begins. A deposit of 30% of the total amount will be requested on the first day of the training.

- An instruction letter with practical information will be sent to the participant before the beginning of the training.

- The remainder of the training fee is due at the end of the training or according to the schedule indicated in the contract. An invoice will be sent as soon as possible.

3-2. The participant is enrolled in a partner establishment

Through a partnership with the Conservatoire de Paris, the Haute Ecole de musique de Genève, the Academie supérieure de musique de Strasbourg-Hear, and the Conservatoire national supérieur de musique et de danse de Lyon students enrolled in a Master's degree in composition in one of these establishments can follow the first or second year of their degree in IRCAM's Cursus program.

3-3. Training is paid — in full, or partially — by an organization sponsoring the training. An OPCO (AFDAS), Pôle Emploi, AGEFIPH, FIF PL...

- If the participant confirm their intent to register, IRCAM confirms receipt of the registration request.

- It is the person's responsibility to transmit the funding application for the third-party organization to IRCAM. This form will be returned completed as soon as possible.

- The registration is validated upon receipt of the positive answer from the funding organization before the training.

- If the organization's funding is partial, the participant must pay the remaining amount before the beginning of the training, up to a maximum of 30% of the total amount.

- An instruction letter with practical information will be sent to the participant before the beginning of the training.

- At the end of the training, the participant is responsible for the remaining amount in case of partial payment (if the total amount has not been paid before the training).

An invoice is sent to the third-party organization for the amount paid.

3-4. Training is paid by the participant's employer

- If the participant confirm their intent to register, IRCAM confirms receipt of the registration request.

- After receiving the estimate signed by the employer, IRCAM will validate the registration and send the professional training contract to the employer.

- IRCAM must be informed if the employer requests that a third-party pay for all or part of the training. In this case, the employer must take the necessary steps before the beginning of the training and inform IRCAM if the invoice must be sent to the third-party organization at the end of the training.

- If the organization covers part of the cost, the remaining amount is paid by the employer.

- An instruction letter with practical information will be sent to the participant before the beginning of the training.

- At the end of the training, an invoice is sent to the employer and/or to the third-party organization, if applicable.

3-5. Accessibility

Participants with reduced mobility should contact IRCAM to establish and ensure specific measures. Please contact us at info-pedagogie@ircam.fr.

4. ACCEPTED PAYMENT METHODS

Whatever the method of payment, it must be in the name of the person placing the order, unless specifically agreed otherwise.

4-1. Credit Card

Online payment is made according to the general conditions of the PAYBOX payment system. All information is protected and encrypted before transmission to the processing center. This security is ensured by the SSL2 protocol (Secure Socket Layer).

4-2. Cheque

Cheques must be made out to IRCAM and can be sent by post to the following address:

Ircam, département pédagogie et action culturelle

1 place Igor Stravinsky

75004 Paris

4-3. Direct bank transfer

IRCAM will provide the information necessary for the transfer to be made (bank details and invoice number).

A copy of the bank transfer must be sent to info-pedagogie@ircam.fr.

5- WITHDRAWAL OF A PARTICIPANT

5-1. Training is paid for individually by the participant

The participant may withdraw by registered letter with acknowledgement of receipt within fourteen days of signing the professional training contract, after this period. Practical details and a sample letter are provided in the contract.

After the withdrawal period and in case of cancellation, IRCAM reserves the right to charge the following cancellation fees:

- if the cancellation occurs at least 16 days before the beginning of the training course: 30% of the total amount of the registration fees;

- if the cancellation occurs within 15 days before the beginning of the course or in case of unjustified absence or withdrawal once the course has started: 70% of the total amount of the registration fee.

In the event that this withdrawal period extends to the training period, the trainee expressly waives his/her right of withdrawal from the start of the training.

5-2. The participant is enrolled in a partner establishment

The participant may withdraw by registered letter with acknowledgement of receipt within fourteen days of signing the professional training contract, after this period. The practical details and a model letter are indicated in the contract. After this deadline and in case of cancellation, IRCAM and the partner institution will determine by mutual agreement the amount of the cancellation fees to be paid by the partner institution.

5-3. Training is paid for—in full or in part—by a third-party organism or employer

Within a period of ten days from the signing of the training agreement, the organization or the employer may retract by registered letter with acknowledgement of receipt.

After the withdrawal period and in case of cancellation, Ircam reserves the right to charge the following cancellation fees:

- if the cancellation occurs at least 16 days before the beginning of the training course: 30% of the total amount of the registration fees;

- if the cancellation occurs within 15 days before the beginning of the course or in case of unjustified absence or withdrawal once the course has started: 70% of the total amount of the registration fee.

In case of unexcused absence or withdrawal once the course has begun, the participant will be billed for the amounts that cannot be covered.

5-3. Force Majeure

In the event of withdrawal or absence during the training program for reasons of force majeure (illness, death of a relative, etc.), the participant must inform IRCAM and send proof to info-pedagogie@ircam.fr. Only the services actually provided will be due, in proportion to the training time completed.

5- CANCELTION BY IRCAM

In the event that IRCAM cancels a training course (due to an insufficient number of participants, for example), the registration fees will be totally reimbursed to the party financing the training course. In the case of financing by a third-party organization, the organization in question will be notified of the cancellation. No other expenses (transportation, accommodation, etc.) will be reimbursed.

6- CUSTOMER SERVICE

To track your order or if you have any questions or complaints, please contact IRCAM at info-pedagogie@ircam.fr.

7- INTELLECTUAL PROPERTY AND CONFIDENTIALITY

IRCAM is the sole and exclusive owner of all the contents and pedagogical supports (digital and paper documents, etc.) given to the participants during the training course. As such, any use, distribution, reproduction and transformation of these documents, without prior agreement from IRCAM, is prohibited.

The participants, organizations, and employers, undertake to respect the confidentiality of the documents communicated, including before the training.

IRCAM undertakes not to communicate to third parties, other than the funding organizations, any information given by the participants and employers.

8- PRIVACY POLICY

The personal information collected is used for the processing and follow-up of your training application and for the improvement of IRCAM's offer. It is processed electronically and is intended exclusively for use by IRCAM's administrative and pedagogical services. In accordance with the French law n°78-17 of 6/1/78 relating to data processing, files, and privacy, modified by the law of 6/8/04, and with the law of 21/6/04 for trust in the digital economy, you may, at any time, exercise your rights regarding access, rectification, and deletion of data concerning you, as well as your rights to limit and oppose the processing and portability of your personal data.

In the context of professional training, you can exercise your rights with Ircam by email at: info-pedagogie@ircam.fr.

For more information, you can consult the CNIL (Commission nationale de l'informatique et des libertés): www.cnil.fr.

9- CONTENTION – ELECTION OF JURIDICTION

In the case of contention concerning payment(s), either the bank, or the agency responsible will be consulted. Any conflicts will be brought exclusively in the courts governing the IRCAM headquarters. With the exception of special written agreements, all registrations and signatures of a contract or agreement means that you comply with our terms and conditions.