

## School regulations of the centro del bel libro ascona

### I. Principles and aim

#### 1. Principles

The school regulations were established by the school commission and are based on article 18, paragraph 5, of the statutes of the Association “centro del bel libro ascona”.

#### 2. Aim

The aim of the school regulations is to govern the business and administrative requirements of the school called “centro del bel libro ascona”.

### II. Types of courses

Courses are differentiated in the following way:

- a) Courses on bookbinding and book design with a specific program addressed to bookbinders and people with an adequate background
- b) Courses on book conservation with a specific program addressed to bookbinders, conservators and people with an adequate background
- c) Professional training courses for conservators, librarians, archivists and people professing similar jobs
- d) Courses with special admission requirements

### III. Languages

#### 1. German

The courses are normally taught in German.

#### 2. Other languages

Explanations in Italian, French or English can be obtained with previous agreement with the teacher (to mention on the registration form).

Courses are taught in two languages. The languages will normally be confirmed to the participants on the invoice of the registration.

### IV. Requisites of admission of the courses

#### 1. Department of Bookbinding and Book Design

- a) Handbookbinders with federal diploma
- b) Handbookbinders with national certificate
- c) Handbookbinders coming from countries where no formal training is offered but with proof of at least 4 years' experience in handbookbinding
- d) Apprentices in their last year of training

## **2. Department of Book and Paper Conservation**

- a) Handbookbinders and conservators with federal diploma
- b) Handbookbinders and conservators with national certificate
- c) Conservators without certificate but with proof of at least 4 years' experience in book conservation
- d) Handbookbinders coming from countries where no formal training is offered but with proof of at least 4 years' experience in handbook-binding

Courses with special admission requirements are indicated separately in the course program.

## **3. Authority**

The head of the department decides whether the admission requirements are fulfilled.

### **V. Registration procedures**

1. The written registration should be sent to the secretary of the centro del bel libro ascona 5 weeks before the beginning of the course (exceptions possible but subject to an agreement with the office).
2. Recognition of registration  
Registration will only be recognised if the payment of the course fee has been made in time (mentioned in clause VI, paragraph 1).
3. Notification of registration and invoicing: if requirements have been fulfilled, the secretary will send the registrant a confirmation. The centro del bel libro ascona will send an invoice to the participants to pay the course fees.

## VI. Registration fees

### 1. Deadline

In order to be accepted, candidates are to pay the course fee before the last date for payment indicated by the secretary of the centro del bel libro ascona; generally thirty days before the course begins.

### 2. Refunds

For cancellation or non-attendance of a course, the following rules apply:

- a) for an unjustifiable failure to attend a course, the total registration fee is forfeited on favour of the centro del bel libro ascona;
- b) if written cancellation is made less than three weeks before the beginning of a course (according to post date on the envelope), the centro del bel libro ascona has the right to retain one third of the course fees;
- c) If course attendance is cancelled more than three weeks in advance (according to post date on the envelope) or a doctor's report for an illness or accident is provided, the participant's registration fee will be refunded, except for a fifty Swiss francs administration fee;
- d) If, for any reason, the course has to be cancelled, the registration fee will be fully refunded. The Association centro del bel libro ascona cannot be held responsible for any travel or boarding expenses.

### 3. Scholarship grant

Participants can apply to the Foundation centro del bel libro ascona for financial assistance for fees and lodging. Please fill in the corresponding area on the application form. Participants will receive the necessary application form directly from the secretary of the Foundation of the centro del bel libro ascona (see page 53).

### 4. Discount for members of the Association centro del bel libro ascona

Members can benefit from a 5% discount on the fees if they attend 5 or more days of lesson a year. Discount will be given in form of a voucher they can use for any other course at the cbl.

### 5. Discount for non-members

Non-members can benefit from a discount if they attend courses two months in a row.

- VII.**  
**Other costs**
- 1. Materials**  
Leather, parchment, wood, gold and special papers will be billed depending on use. The cost of current material is included in the course fees.
  - 2. Tools**  
The cost of the purchase of personal tools is the participants' responsibility.
  - 3. Insurance**  
The responsibility for insurance against accident and civil responsibility lies with the participants.
- VIII.**  
**Classes**
- 1. Class schedules**  
First day: 8.30 a.m. – 12 noon and 2 – 5 p.m. Following days: 8 a.m. – 12 noon and 2 – 5 p.m. Courses of 5 days and more: on the last day of the course, classes finish at 12 noon.
  - 2. Break**  
There is a 30 minute break in the morning.
  - 3. Permanence during lunch time**  
Students can stay in the classroom during lunch time with the approval of the course teacher. Any damage that occurs during this time is the responsibility of the participants.
  - 4. Excursions**  
The course teacher can organize excursions which are considered part of the course as long as they are related to the course/topic.
- IX.**  
**Conduct**
- In case of extremely inappropriate behavior, the head of department has the possibility to issue a warning or to expel the participant from further participating in the course.

## School regulations

X. At the end of the course, participants receive a certificate of attendance.

Course  
certificates

XI. These school regulations were issued by the board of directors of the centro del bel libro ascona on 17th July 1995 and took effect on 1st January 1996. They were last modified by the board of directors on 12th June 2004.

Validity

Ascona, 12. Juni 2004

School commission of the centro del bel libro ascona

The president

Rolf Gerber

Name

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First name

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Profession

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Street

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Zip Code/City

---

Country

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Phone

home

work

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Fax

@

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Date

Signature

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## Enrolment for the following courses

Course N°	Keyword	Date

# Enrolment

## Language

Classes are generally held in German. In agreement to article III, §2 of the school regulations, I want information in (please mark priority with 1-2-3-4):

English       Italian       French       German

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## Membership

I am a member of the centro del bel libro ascona:

Yes       No       Send me information about the membership

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## Diploma

Important: indicate the date of the certificate of final apprenticeship or send information about your professional activity.

Certificate    19/ 20        For information see enclosures

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## Insurances

The responsibility for insurance against accident and civil responsibility lies with the participants.

## Accomodation

The cbl can offer a listing of accommodation.

Yes, I would like the CBL to send me a list

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## Scholarship from the foundation

Please send me an application form for financial assistance for accommodation and fees.

Yes       No

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## Please send your enrolment to:

centro del bel libro ascona  
Office  
Casella postale 2600  
6501 Bellinzona

