

## **DIT Conservatory of Music and Drama: Junior Conservatory and Continuing Education Terms and Conditions 2016-17**

*These Terms and Conditions should be read in conjunction with the current Junior and Continuing Education Conservatory Handbook.*

### **Fees**

- Students are enrolled on a year-by-year basis for a full academic session and, as such, must pay the relevant fees for the full academic session. A facility is available within the academic session whereby tuition fees can be paid in two instalments; 50% before the end of August, prior to commencement of classes and 50% by 31 January. Students who have not paid 50% by end of August or 100% by 31 January may have their studies suspended or terminated.
- There is no fee reduction for applicants who commence studies late (e.g. through having been offered a place in mid/late September).

### **Withdrawal and Deferral**

- Continuing Education students and the Parents/Guardians of Junior students must notify the Conservatory in writing/email of their intention to withdraw from a course. Tuition Fees will not be refunded if a student decides to withdraw after the course has commenced; fees will only be refunded where a course does not commence.
- As mentioned above in Fees, students are enrolled for a full academic session and will be charged full fees; students therefore cannot choose to withdraw in the January of an academic session.
- Junior and Continuing Education students who take a break from their studies may resume their studies, but must re-apply for entry to the Conservatory in the normal way (i.e. including audition).

### **Enrolment and Re-Enrolment**

- Students are enrolled on a year-by-year basis.
- Yearly enrolment is subject to satisfactory attendance, progress, application and behaviour. Students may be required to re-apply and re-audition where progress is not satisfactory.
- Re-enrolment is subject to the requirement that students are normally expected to complete their current Cycle (Junior, Intermediate, Senior or Advanced) within four academic years of commencing the first grade in that Cycle.
- Regular attendance at ensembles is required for students in Orchestral Studies.

### **Classes and Lessons**

- Requests for specific lesson times and teachers will be considered and every effort will be made to accommodate such requests; however, the allocation of lesson times, teachers and rooms is subject to the Conservatory's scheduling. Students living outside the greater Dublin area are generally given priority for Saturday lessons.
- We cannot guarantee that practical lessons and musicianship classes will take place on the same day.
- The Conservatory reserves the right to change scheduled class/lesson times, rooms or teachers or to cancel classes, if necessary. The Conservatory will do its best to contact students/parents in advance of such changes.
- The offer of class tuition is dependent on a sufficient minimum number of students enrolling in the class.
- Junior Conservatory and Continuing Education students taking Practical Lessons at the Conservatory may not at the same time take lessons in the same instrument/voice outside the Conservatory.

## Communications

- Communications with applicants, Continuing Education students and the parents of Junior Conservatory students will normally be by email or text message. Please ensure that we have your up-to-date contact details, especially your email address and mobile phone number, and please check your email/phone on a regular (daily) basis.
- It is very important to keep in close communication with your teacher, regarding progress, examinations etc. It is helpful for the teacher to know of any health and learning issues. Parents are invited to talk to teachers by appointment, or during the designated lesson time.
- Normally, parents do not attend lessons. However, parents may attend lessons if invited to do so by the teacher. In such instances, parents are expected to observe quietly without interrupting the lesson. Under no circumstances should a lesson be recorded unless prior consent is given by the teacher.

## Conduct

- Junior Conservatory students are the responsibility of the teacher for the duration of the class only. **Prior to class and once the class is over all students under the age of 16 are the responsibility of their parent(s)/guardian(s);** the Conservatory takes no responsibility for students before and after classes. Students are requested to wait in the foyer areas when not in classes, and to engage in quiet activities.
- Parents and siblings of students are requested to wait in the foyer of each building (or the canteen in Rathmines), and to engage in **quiet activities** having regard for lessons that may be taking place in classrooms nearby.
- The foyer and corridor areas are designated as 'quiet zones' in order to ensure that the environment is compatible with learning and reaching. Students are not permitted to run in foyers and corridors. Stairwells are to be kept clear at all times.
- For safety reasons, students or siblings are not permitted to play in the outside courtyard areas.
- Students are expected to behave in a responsible manner with due regard for their health, safety and wellbeing, and that of other students and members of staff when on DIT premises, or on other premises when engaged in DIT activities/events. Students may not enter classrooms without permission except to take their lessons and then only when the teacher is present. Inappropriate behaviour by a Junior student will be reported to the Junior Conservatory Management Group and/or Head of Conservatory, and appropriate action may be taken, including informing the student's parent/guardian. Repeated occurrences or serious instances of inappropriate behaviour may result in the student's tuition being terminated.
- Food and drink may not be consumed in teaching/practice rooms.
- In the interests of providing a safe and healthy working and learning environment for staff and students, and to ensure compliance with the law, smoking is prohibited in all DIT buildings, without exception – including building entrance areas and the immediate vicinity around them. In Rathmines, smoking is permitted in the rear Car Park only. In Chatham Row, smokers are asked to stand as near to the front railing as possible, but away from the gate.
- Please do not post notices of any kind without permission.
- The use of video and audio equipment at DIT events is strictly prohibited.
- Limited practice facilities are available to students over the age of 16 only, on production of a student card, on a first-come, first-served basis.

## Personal Data, including Photography and Video

- Personal information will be used only for the purposes of administering the Junior Conservatory. Personal data will never be passed to third parties. Photographs and videos of Conservatory events, commissioned by the Conservatory, may be used for internal staff development and for publicity, including the printing of flyers, posters and other publications, and for publication on the Conservatory's website. Such images may feature Junior Conservatory students engaging in musical activities organized by the Conservatory.
- During the application and re-enrolment process you are asked to accept these Terms & Conditions, which includes giving your consent to the use of personal data, including photographs and videos, for the purposes stated above. Should you wish to withhold or withdraw your consent at any time, please contact the Head of Conservatory directly.
- For further information, please refer to DIT's Child Protection Policy which may be found on the Conservatory website, or contact the Head of Conservatory, who is a member of DIT's Child Protection Support Team; or the Director of Student Services, who is Designated Liaison Person for Child Protection within DIT.

### **KEYBOARD DEPARTMENT**

- Applications from beginners over the age of 9 to study piano are not normally considered. Applications to Continuing Education (i.e. over the age of 18) are only considered from experienced pianists.
- Organ/Harpsichord applicants without previous experience should normally have reached a minimum of Grade 6 in piano. The Conservatory offers tuition in classical (pipe) organ only.
- All keyboard students must have access to an acoustic instrument for daily practice. **Electronic keyboards are not acceptable.**

### **ORCHESTRAL DEPARTMENT**

- Applications to Continuing Education (i.e. over the age of 18) are only considered from experienced instrumentalists.
- In addition to timetabled practical lessons and musicianship classes, orchestral students must attend ensemble rehearsals, as required.
- Students must provide their own instruments, having first sought the advice of their teacher. A limited number of instruments are available for short-term hire from the Conservatory; details are available on request from the Ensembles Manager.

### **VOCAL DEPARTMENT**

- Applicants should normally be between the ages of 16 and 25.
- Applications to Continuing Education (i.e. over the age of 18) are only considered from experienced singers wishing to study classical singing.
- In addition to timetabled practical lessons and musicianship classes, vocal students must attend ensemble rehearsals, as required.

### **MUSICIANSHIP CLASSES**

- All Junior Conservatory students must attend a Conservatory Musicianship class. There are certain limited exemptions from this condition – please refer to the current Junior Conservatory Handbook for details.
- Musicianship classes, Initial to Grade 8, are reserved for Junior Conservatory instrumental/vocal students. Where any vacancies exist, places may be offered to other applicants.

- Online registration for Musicianship classes takes place in September on a first come, first served basis.

#### **JUNIOR CERTIFICATE AND LEAVING CERTIFICATE COURSES**

- Junior Conservatory students are given priority enrolment on the Junior Certificate and Leaving Certificate courses.
- Applicants for the Junior Certificate course should normally have reached a minimum of Grade 2 Musicianship; applicants for the Leaving Certificate course should normally have reached a minimum of Grade 4 Musicianship.
- The Conservatory's Junior and Leaving Cert courses prepare students for the 'Listening' and 'Composing' components of the Leaving Certificate syllabus; preparation for the 'Performing' component is the student's responsibility.

#### **KIDS' CLUB AND PRE-INSTRUMENTAL CLASSES**

- Applications are processed on a first-come, first-served basis.

#### **FURTHER INFORMATION**

For further queries on the above, please do not hesitate to contact the Conservatory: telephone: (01) 402 3467/3572

email: [registrations.conservatory@dit.ie](mailto:registrations.conservatory@dit.ie)

Further information is available in our student handbook, which can be downloaded from our website: [www.dit.ie/conservatory](http://www.dit.ie/conservatory)

Updated January 2016