

POLICIES & PROCEDURES – 2018–19

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1. Administrative & Academic Policies

1.1 MARKING POLICIES

Successful completion of courses is required for consideration for continuation in The Taylor Academy. Students with failing grades may be subject to Academic Probation (Section 1.4) and/or Dismissal (Section 1.8) from the program.

A. Academic Classes (Theory, Musicianship, History, and Electives): Students will receive a grading scheme handout at the beginning of the term in each class. For applicable classes, late homework will be penalized by a 10% grading deduction per week late, up to a maximum of two (2) weeks (i.e. 20% penalty). Homework submitted more than two (2) weeks late will not be accepted. Students will be penalized by 5% off the final mark for each unexcused absence. Two (2) lates count as one unexcused absence. Multiple unexcused absences may result in disciplinary action and/or dismissal from The Taylor Academy. For all Theory, Musicianship and History courses, a mark of 60% or above constitutes a pass, however we strongly recommend that students passing a course with a grade of 60-69% consider either re-taking the course, or spending significant time over the summer preparing for the next level to ensure they are able to succeed the following year.

B. Performance Classes (Performance Class, Ensembles, and Private Lessons): Students are evaluated under the following guidelines:

S – Satisfactory: It is expected that most students will meet program standards on their instrument and level, and that most students will receive this grade on all performance classes.

E – Exceptional: This mark is reserved for students who have shown exceptional progress, dedication, citizenship and artistic excellence at a level far exceeding the satisfactory standard for their instrument and level.

U – Unsatisfactory: The student's performance did not meet the program standard. An "Unsatisfactory" on a performance class may result in a student being placed on Disciplinary Probation (Section 1.7) and/or Dismissal (Section 1.8) from the program.

1.2 ACADEMIC APPEALS

A. Informal Appeals: Students who have reason to believe an assignment or examination grade is inaccurate should immediately contact their instructor. If a student is not satisfied with the outcome of this discussion, they may contact the Director to initiate a Formal Appeal (see below). Students should contact the Manager for an Informal Appeal of all other academic issues.

B. Formal Appeals: Students may initiate a Formal Appeal by submitting a request in writing, together with relevant documentation, to the Director within thirty (30) days of the date on which the decision was received.

A request for a Formal Appeal should include the following information:

- i. A clear and concise statement of the decision which is being appealed.
- ii. A chronology of events involved in the appeal, including details of attempts to resolve the issue informally.
- iii. The desired outcome.
- iv. All documentation the applicant wants reviewed.

Students who request a review of a decision on work which has been returned to them must submit the original work with their request.

A Formal Appeal will not be processed if made more than thirty (30) days after the date on which the decision was received, unless the student explains in writing why they were unable to submit their request within the time limit. The Director may, in their discretion, extend the time limit to request an appeal on any terms the Director considers appropriate under the circumstances, or may refuse an extension of time and dismiss the request for appeal.

The Formal Appeal will be reviewed by The Taylor Academy's Academic Review Committee. The Academic Review Committee may rescind or alter any previous academic decisions. The Academic Review Committee, or its designate, will inform the student of its decision within seven (7) days of the Academic Review Committee meeting at which the appeal was reviewed. In the event the student is dissatisfied with the decision made by the Taylor Academy Academic Review Committee, the student may submit an appeal to the Appeals Committee of The RCM Academic Council whose decision will be final.

1.3 DEFERRED ACADEMY EXAMINATIONS

For medical reasons, the Director may grant a deferred examination/jury. Documentation must be submitted to the Director before the end of the examination/jury schedule. When approval is granted for a deferral, a \$50 fee may be levied to cover the cost of these arrangements. Students with disabilities who are unable to attend regular examinations/juries will be exempt from this fee. A student who, with acceptable cause, misses a mandatory examination/jury may, for a rescheduling fee:

- be permitted to take a regular examination/jury at the next examination/jury period; or
- be permitted to take a special or supplemental examination/jury, if such an exam is available; or
- under special circumstances, be awarded an Aegrotat credit. Such credit will be awarded only if the term work of the student indicates a clear grasp of the course content and all assignments have been completed satisfactorily.

1.4 ADDING & DROPPING COURSES

Once the year has started, the need to add or drop a course may arise. To add or drop a course a student must fill out a **Course Change Form** (available from the Academy office) which will require the approval and signature of the appropriate teacher and Taylor Academy Manager. **NOTE: Core program courses are not eligible to be dropped.**

1.5 PROGRESS REPORTS

Progress reports are released to students following the end of each semester. Grades will not be released to students by any other means. Any errors or omissions should be reported to the Taylor Academy Coordinator upon receipt of the grades. Academic Appeals may be made as per details in section 1.2 of this document. Please note that final Spring Report Cards will not be released to Academy students with outstanding fines.

1.6 ACADEMIC PROBATION

Academic Probation is for a period of one academic year. Students whose improvements do not meet the minimum standards, as recommended by the jury panel, may be dismissed from the program for the following academic year. Students who are dismissed, and who wish to return to The Taylor Academy, must re-apply and re-audition.

The last date to add a course is Saturday, September 29, 2018. Courses cannot be added after the deadline. There is no deadline to drop a course, however this must be done with the permission of the course instructor, Taylor Academy administration and, if applicable, the Academics Advisor.

NOTE: All programs and courses are subject to change or cancellation based on insufficient enrolment.

1.7 DISCIPLINARY PROBATION

Students in violation of the Student Code of Conduct (Section 2.9), or Academic or Administrative policies may be dismissed, or placed on Disciplinary Probation at any time by the Director or their designate. Students placed on Disciplinary Probation may be ineligible for future scholarship.

1.8 DISMISSAL

Grounds for dismissal include, but are not limited to, any form of cheating and/or plagiarism or falsification of academic information, or violation of the Student Code of Conduct (Section 2.9). Students dismissed at the conclusion of the fall semester are ineligible to attend The Taylor Academy for the remainder of the academic year. Students dismissed at the conclusion of the spring semester are ineligible to attend The Taylor Academy during the following academic year. The Taylor Academy reserves the right to dismiss any student whose continued enrollment is considered detrimental to the interests and safety of The Taylor Academy. If applicable, a refund of any eligible fees will be made to the student per the Refund Policy (Section 3.2) based on the date of dismissal from the program.

1.9 DE-REGISTRATION

The Taylor Academy may de-register a student if said student has provided false or incomplete information; or fee payment arrangements have not been honoured. See Non-Payment of Fees (Section 3.1) and Refund Policy (Section 3.2).

1.10 TRANSCRIPT REQUESTS

A fee of \$10 will be charged for one requested transcript, and \$5 for additional transcripts ordered at the same time. To order an official transcript of their academic record, a student must submit a transcript request form (available from the Academy office). Sign and date the request, and submit it with payment.

No requests for transcripts will be accepted by telephone or e-mail as the signature of the student (or parent/guardian for students under 18) is required before we can release a transcript. Transcript requests will not be processed until payment is received. Students requesting transcripts should be aware that it may take up to two weeks to process a transcript order. Transcripts will not be issued until all outstanding accounts are cleared with the RCM.

1.11 RCM EXAMINATIONS

Taylor Academy students who pass RCM Examinations (RCME) equivalency classes (Theory 5/6, 7, 8, Harmony 9, 10, ARCT, Analysis ARCT, History 9, 10, ARCT) with The Taylor Academy will receive credit for the corresponding course in the RCME system. Marks are submitted at the end of the academic year and inputted into the RCME records over the summer. Only passing grades (60% or higher) are submitted to RCME. A final mark of 59% or lower in one of these courses is considered a fail, and the student will have to re-take the course to get credit.

1.12 THEORY REQUIREMENTS FOR PRACTICAL CERTIFICATES

In order to receive a certificate for practical examinations, Grade 5 to 10, candidates must also complete specific RCM Theory examinations. Theory co-requisites must be completed within five years following the session of the practical examination. Candidates are strongly advised to complete their theoretical work before, or at the same time as their practical examination.

Please visit the website rcmusic.com for complete practical requirements.

1.13 DOCUMENTATION

All documents submitted to The Taylor Academy, unless considered irreplaceable, become property of The Taylor Academy.

1.14 RELEASE OF INFORMATION

It is the policy of the RCM to screen all requests for information concerning students. Directory information and student class schedules are limited to the RCM community only. Students who wish to restrict the release of such information are required to notify the Taylor Academy Manager in writing. Students have the right to access their academic and institutional records. They should request access in writing to the Academy Manager.

Students who wish to challenge the accuracy of the educational records may present a petition in writing to the Director. NOTE: Such procedures are not provided to enable students to contest grades, but rather to determine whether grades actually given have been properly recorded.

Personal information will be disclosed without student consent for the purpose of complying with a subpoena, warrant, or order issued or made by a court, person, or body with jurisdiction to compel the production of information. Necessary personal information may be released without consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons. Such requests should normally be made to the Director or, if that person is unavailable, to other management staff. Information may be released to agencies or individuals conducting research on behalf of a college or university or educational system. This will only be done under signed agreements to maintain confidentiality and to ensure that no personally identifying information is made public. Research agreements are based upon the Freedom of Information and Protection of Privacy Act standards. Aside from the above situations, information concerning or regarding students will be released to third parties only with the written request or permission of the student.

1.15 AUDIO/VISUAL RELEASE

By registering as a student of The Taylor Academy (if 18 or older), or by a parent/legal guardian registering a child under the age of 18 as a student of The Taylor Academy, you agree to the following:

I hereby grant to The Royal Conservatory of Music (“The RCM”) and any employees, agents, licensees and assigns of The RCM, the absolute right and permission to use, re-use, publish and re-publish photographic portraits or pictures of the student or in which they may be included; to use re-use, in whole or in part, their name, voice, image or likeness, as well as any recording, soundtrack film or footage in which their voice is used or my image and voice appear (all collectively referred to as the “pictures, recordings and footage”). Such pictures, recordings and footage may be taken or made during the 2018–19 academic year of The Phil and Eli Taylor Performance Academy for Young Artists, by or for The RCM for use in any and all media worldwide in perpetuity, for any and all legal purposes, including advertising or promotion of or for The RCM, without further payment or notice to me or to my child.

I also consent to any modification, alteration, distortion, blurring or optical illusion of the pictures, recordings or footage and their use in composite form or in conjunction with any other matter or material, service, product or sponsor. I waive any claims for defamation or invasion of privacy for any use of the pictures, recordings or footage, and I further consent, acknowledge and agree that The RCM is the sole owner of all intellectual property rights in and to the pictures and all negatives, photographs, images and reproductive product however created, related to, arising out of, or in respect of the pictures.

1.16 COMMUNICATION

A. Email Communication: All students attending The Taylor Academy must have an active email address. This is our first line of communication with students. It is the responsibility of the student to ensure that their account remains active. Any changes to email addresses should be reported to the Academy office immediately.

All email communication will be sent to both student and main parent/guardian (as determined by the current year’s registration form) if student is a minor at the beginning of the academic year. For students that have reached the age of majority (18+) by the start of the schoolyear, Taylor Academy faculty and staff communications will only be with the student. If an adult student prefers to have their guardian included in communications, a written request must be sent to the office.

B. Bulletin Board: The bulletin board across the hall from the Academy office (room 202) will have updated information including schedules and performance programs. We expect students and guardians to check this board before coming to the office with questions. In many cases, a schedule will be updated so often that emailing updates will not be possible.

1.17 DRESS CODE

Appropriate dress is expected of all Taylor Academy community members. While the dress requirements of a theory class are clearly different than those of a recital, we require that all members of the Taylor Academy community respect the following guidelines while participating in program-related activities:

- No hats
- No low-cut necklines or bare midriffs
- No sweatpants or other casual athletic wear during performance classes, performances, or receptions
- During performances and master classes, shorts, skirts, and dresses must be knee-length or longer
- Further dress code may be applicable for specific events (such as Academy Chamber Orchestra concerts) and will be relayed to students beforehand
- The Taylor Academy accommodates clothing worn for practice of a religion, even when in contradiction with the above guidelines

1.18 RELIGIOUS ACCOMMODATION

The Taylor Academy accommodates students who, for reason of religious obligation, must miss an examination, test, assignment deadline, or other compulsory event. Such accommodation must be arranged directly with the faculty involved. Students should make a formal request in writing for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic semester or as soon as possible after a need for accommodation is known.

1.19 HARASSMENT POLICY

The RCM is committed to providing an environment for all employees and students which is free from any form of harassment. Harassment is defined as any improper behaviour directed at and/or offensive to any employee or student. This includes but is not limited to: objectionable comments or conduct which demean, humiliate, threaten or embarrass an individual and which are made on the basis of race, national or ethnic heritage, colour, religion, age, gender identity, appearance, sexual orientation, marital status, family status, economic status, or disability.

Sexual harassment encompasses a range of improper behaviour of a sexual nature. Examples of such behaviour include but are not limited to: inquiries or comment about an individual's sex life, unwanted touching, any communications with sexual overtones causing embarrassment or humiliation, displaying of sexually offensive material, and inappropriate or unwelcome focus or comment on a person's physical characteristics or appearance.

If you wish to report an incident of harassment at The Royal Conservatory, you should contact the Human Resources Department at 416.408.2824 ext. 355 or The Taylor Academy Manager at ext. 330. All conversations will be strictly confidential. The RCM will handle any complaints in accordance with provincial legislation with respect to harassment. The RCM will not, in any way, retaliate against any individual who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report.

2. Program Policies & Information

2.1 ACCOMPANIST POLICY

The Taylor Academy provides students with a limited number of accompanist hours per academic year. Accompanists must be listed on the Academy's current year approved accompanist list, which is in the Orientation packets and can be requested from the office. The maximum hourly rate The Taylor Academy will pay for pianists is \$40/hour. In the event that the pianist charges more than \$40/hour, the student will have to cover the difference per hour. Students should confirm rates before meeting with a pianist. The Taylor Academy will not pay for any additional accompaniment time unless previously arranged between the student and the Academy office. Accompanist hours expire at the final date of the jury period (May 3, 2019).

Accompanist sessions must take place at The RCM. Hours used at home or any other space outside of the RCM will not be covered by the Academy. Students may book rehearsal space with an accompanist in advance through the Service Desk in person or by phone 416-408-2824 x255. This can be done between seven (7) days to 24 hours before the requested rehearsal time, subject to regular Service Desk requirements and practice hour regulations. Students must inform the accompanist 48 hours in advance if they cannot attend their scheduled session. Failure to provide advance notice will result in a forfeiture of the session and the time will be docked from the student's allotted hours.

First scheduling priority should be given to student performance needs such as Academy master classes, juries, concerts and competitions. Hours used for activities external to The Taylor Academy will not be covered by The Taylor Academy. Use your allotted accompanying hours by planning ahead. Accompanists will report student accompaniment hour usage to the Academy office; usage is tracked in 15-minute increments. It is recommended that parents monitor accompaniment hours to ensure optimal usage of the allotted hours.

String & Woodwind students are entitled to **10 hours** of accompaniment

Voice students are entitled to **3 hours** of accompaniment

Piano students are entitled to **2 hours** of accompaniment

2.2 ATTENDANCE

Regular and punctual attendance is required at all lessons, classes and rehearsals. See the Performance Class Section (2.3) for more details about performance class attendance policies. In all program activities, more than one (1) unexcused absence may result in Disciplinary Probation and/or Dismissal from the program. Two (2) lates count as an (1) unexcused absence and are subject to the same disciplinary action.

NOTE: All Academy activities are equally important. Students and faculty are not to book any activity—including lessons, rehearsals, makeup exams, etc.—that conflict with any other Academy activity without prior approval from the Academy Manager or Director and related faculty.

A. Academic & Performance: All academic and performance class absences that are not the result of emergency or illness must be requested a minimum of seven (7) days in advance through the Absence Request Form on the [Current Students](#) page of the website. Absence requests are approved at the discretion of the Academy administration and relevant faculty.

Non-reported absences from a class will result in a notice to the email addresses on account. See the Academic Class Marking Policies Section (1.1.A) for details about how late and unexcused absence policies affect marks.

B. Private Lesson, Coaching and Rehearsal: Students who will be missing a lesson, coaching or group rehearsal are also expected to alert all applicable private teachers, coaches and group members to the

absence in a timely fashion, in addition to submitting an absence request to the office. This means that all students are expected to ask for contact information for all private teachers, coaches, and chamber ensemble members at the beginning of the semester.

2.3 PERFORMANCE CLASSES

Performance class is a required course in all disciplines; attendance is recorded and a grade assigned. After two (2) unexcused absences a student's master class privileges may be revoked; two (2) lates will be equal to an unexcused absence. Students are expected to dress appropriately when performing in a master class (please see Dress Code, Section 1.17); we expect professionalism in all aspects at The Taylor Academy.

Students must be seated and ready to begin before the start of the class. Performance Class details will be posted on the bulletin board, as well as last-minute changes.

Performance in Master Class is a required portion of all programs, except in the case where the private teachers does not want a student playing in Master Class. At the beginning of the year, plan with your private teacher and accompanist the Master Classes in which you would like to participate. The online Master Class [application form](#) should be submitted at the beginning of each semester, by the deadline given by your Master Class Coordinator. Special requests must be noted on your form, and are not guaranteed. You must list your repertoire on the request form. Please remember that submitting your requests and repertoire early will mean you are more likely to get your first choices, though not guaranteed. Withdrawal from a scheduled performance spot for *any* reason does not guarantee that a student will receive a replacement spot that term.

Academy students may attend any GGS or Academy master class. You may visit the [GGS website](#) for a complete listing of GGS master classes.

2.4 PRIVATE LESSONS

Instructors are not required to make up private lessons missed by the student. Out of courtesy, please provide the instructor with a minimum 24 hours notice of a student absence.

Instructors are required to make up missed lessons where:

- a) the private lessons are missed due to the instructor's absence/cancellation;
- b) the private lessons are missed due to a statutory holiday or on any day The RCM building is closed;
- c) the private lessons are missed due to prolonged illness. In these cases, a Doctor's note is required.

If a student intends to observe religious holidays that will result in missed private lessons, the teacher must be informed at the beginning of the year and alternative scheduling will be accommodated.

A. Studio Changes: Any studio change is considered a major decision, and must be done in a manner that is respectful and sensitive to all parties. If a student or private teacher wishes to discuss a student changing studios, they (and/or if applicable, their guardian) should make an appointment with the Director to discuss the request before proceeding. In no case should the student or guardian approach either the current or hopeful teacher about switching before speaking to and receiving permission from the Director.

2.5 JURIES

Academy juries are an important assessment tool for determining a student's performance progress and are a requirement for a student's successful completion of their academic year. All juries are a required component of the program. Juries take place over the period of one week at the end of the second term: May 1-3, 2019. Specific day and time will be assigned in advance.

Once a jury date is assigned, the date and time may not be changed, except in case of illness or injury. Notwithstanding this general policy, The Taylor Academy recognizes that occasionally there will be exceptions. Where a student has a legitimate reason to request a change or deferral, the student must submit a completed and signed deferral request in writing, which must be approved by the Director.

2.6 PERFORMANCES

A. Performance Programming: Procedures for getting programmed in a concert vary by type. Details will be given at Orientation. Students should not include time constraints for performance requests as they are expected to be present for the entire performance.

B. Performance Attendance: Students taking part in a performance are expected to attend the entire event, regardless of when they appear in the order. Students are also expected to attend performances of their discipline (pianists attend Piano Concerts, Senior students attend Senior Chamber concerts, etc.) unless Academy scheduling conflicts. Attendance will be taken at the beginning and end of mandatory events.

C. Performance Opportunity Absence: Students that miss a performance they are programmed in for any reason may not be rescheduled for a replacement performance, even in case of illness or injury. Missing a performance may result in a meeting with the Director and may result in Disciplinary Probation (Section 1.7) and/or Dismissal (Section 1.8) from the program.

2.7 EXAMS

During exams, no extraneous items are permitted. In most cases, pencils and eraser are all that is necessary and instructors will advise students on any other supplies needed, such as staff paper. Concentration devices, such as fidget spinners, are not allowed unless prior permission is given by the instructor.

2.8 TECHNOLOGY

Use of cell phones, tablets, laptops and/or any other personal electronics is strictly prohibited in classes, lessons, coachings and rehearsals unless otherwise directed by the teacher. Students who do not comply with this policy may have their devices confiscated. Repeated violations of this policy may result in disciplinary action.

2.9 STUDENT CODE OF CONDUCT

All Taylor Academy students are expected to:

1. Support their fellow students by attending performances in their entirety.
2. Listen respectfully to students, artists, teachers, and staff.
3. Participate to the fullest extent possible in Taylor Academy activities.
4. Conduct themselves in a safe and responsible manner while in the RCM building.
5. Act as positive ambassadors within and outside of the RCM.

Students who conduct themselves in any manner that violates this Code of Conduct may be subject to warning, probation, dismissal or other appropriate disciplinary action, as determined by the Director.

3. FINANCIAL POLICIES

3.1 NON-PAYMENT OF FEES

Failure to make payment by the stated deadlines may result in de-registration from The Taylor Academy. Students who fail to honour the terms of the payment schedule may be de-registered from classes, lessons, and school activities, and may have practicing privileges revoked. Students may not be eligible for re-registration, may not receive grades or transcripts, and may not be permitted to graduate until all outstanding accounts have been cleared.

3.2 REFUND POLICY

Students who wish to withdraw from the program must submit a written notice of withdrawal in order to receive a refund of tuition fees. The date on which the written withdrawal notice is received by The Taylor Academy Manager is the official date of withdrawal. A \$25 processing charge is levied against all refund requests.

All refunds will be issued within 30 days of written notice by the Academy Manager. Only tuition fees, not the Offer of Admission fee (\$300 deposit), are eligible for refund.

Students who withdraw from the program have taken a place that could have been made available to another Academy applicant. Therefore, students who withdraw during the year (for reasons other than those approved by the Director at his sole discretion) will be responsible for the cost of tuition on the following basis:

| <u>Withdrawal Date</u> | <u>% of Annual Fees Payable</u> |
|------------------------|---------------------------------|
| On or before Sept. 8 | 0 % |
| Sept. 9–Oct. 1 | 20% |
| Oct. 14–Nov. 24 | 30% |
| Nov. 25–Jan. 10 | 50% |
| Jan. 11 or later | 100% |

Students who have paid, at the date of withdrawal, more than is due on this basis will receive a refund of any excess payment. Students who have paid less than is due on this basis are responsible to The Taylor Academy for the difference.

3.3 TAX RECEIPTS

T2202A & T4/T4A Tax Certificates

Any applicable T4 and T4A certificates will be mailed directly from the RCM Accounting Department to the address The RCM currently has on file.

Academy tuition is not eligible for T2202A tax certificates as the Taylor Academy is not a post-secondary institution, such as a college or university, or an institution certified by Employment and Social Development Canada (ESDC).

4. GENERAL POLICIES

4.1 DRUG & ALCOHOL POLICY

The Royal Conservatory is committed to maintaining a drug-free school and workplace. The Taylor Academy is dedicated to excellence in musical performance and academic achievement; to promote this goal, The Taylor Academy requires that faculty, staff and students maintain the highest standards of personal and professional conduct. The illegal or abusive use of drugs and alcohol on campus adversely affects the quality of academic life and the mission of the institution. Due to the violent and/or potentially fatal reactions to various substances, the use of drugs or alcohol on the premises is forbidden and therefore prohibited. Any violation of this policy may result in immediate dismissal from The Taylor Academy.

4.2 LIBRARY POLICIES

Please visit <http://learning.rcmusic.ca/rupert-edwards-library/library-policies> to see full Library policy information. Please note that final Spring Report Cards will not be released to Academy students with outstanding library fines.

4.3 PRACTICING AT THE RCM

A. General Practice Policy: Your Academy Student Card entitles you to practice room privileges at The RCM. Please refer to the Service Desk Information booklet included in your Orientation package for full details regarding practicing at The RCM.

B. Practice Policy For Minors (Under 18): For Your Safety & Security:

- Royal Conservatory students under the age of 14 will be permitted to practice at the Conservatory until 7:00pm without a parent or guardian present. Supervision and studio key pick up/return by a parent/guardian will be required after 7:00pm.
- Royal Conservatory students 14 and 15 years of age will be permitted to practice at the Conservatory until 9:00pm without a parent or guardian present. Supervision and studio key pick up/return by a parent/guardian will be required after 9:00pm.
- Both student and parent/guardian must have ID when requesting a key from the Service Desk.
- All Academy and Royal Conservatory School practicing privileges for students under 18 years of age end at 10:00pm. This includes minors with parental/guardian supervision.

Any violation of these rules will result in an immediate one-week suspension of practice privileges, without exception. Repeated violations may result in further disciplinary action, including dismissal from The Taylor Academy.

C. Taylor Academy Special Extended Practice Permissions: Students who have extenuating circumstances and who require an extension to the studio practice policies may send an email to Academy administration requesting an extension with an explanation. This will be granted at the discretion of the Academy Director and GGS Dean, for limited periods of time.

4.4 SAFETY

Parents and guardians are reminded that the RCM building is open to the public, and that this should be taken into serious consideration when minors are on the premises. Parents/guardians are strongly encouraged to accompany and supervise minors at all times that they are not in program activities.

Students are required to conduct themselves in a safe and responsible manner while in the RCM building. Students should not run, shout, or behave in a disorderly manner. Students found doing so may be disciplined and/or expelled.

4.5 MISUSE/VIOLATIONS OF RCM SPACES & POLICIES

Access to the RCM's spaces is a privilege, and The Taylor Academy reserves the right to revoke a student's practice privileges, take disciplinary action or, in extreme cases, dismiss a student from the



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program, should said student show themselves incapable of honouring building rules and policies, and respecting other RCM students, RCM staff and/or the public.