

**POLICIES & PROCEDURES 2025–26**

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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 1.6) and/or Dismissal (Section 1.8) from the program.

**A. Academic Activities (Theory and History):** Students will receive a grading scheme handout at the beginning of the term in each class.

- 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.
- Any request for exception to the above late assignment policies must be brought to the appropriate faculty in advance of the original due date. Requests will be evaluated by faculty, in consultation with Academy staff if necessary.
- Students will be penalized by 5% off the final mark for each unexcused absence.
- Two (2) unexcused lates count as one (1) unexcused absence.
- Multiple unexcused absences may result in disciplinary action and/or dismissal from The Taylor Academy.
- 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 in order to get credit.

For all Theory courses:

- A final mark of 60% or above constitutes a pass, however students receiving a mark of 60–69%, must receive 75% or higher on a challenge exam taken prior to the start of the school year to move onto the next level. We strongly recommend that students passing a course with a final grade of 60-69% consider either re-taking the course, or spending significant time over the summer break preparing for the next level to ensure they are able to succeed the following academic year.

**B. Performance Activities (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 activities.
- **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 program standard for their instrument and level.
- **U – Unsatisfactory:** The student's performance did not meet the program standard. An "Unsatisfactory" class may result in a student being placed on Disciplinary Probation (Section 1.7) or Dismissal (Section 1.8) from the program.

**C. Elective Activities (Composition and Conducting):** Students receive a Pass or Fail in elective activities. Grading scheme is at the discretion of the faculty and includes factors such as attendance, work completed, participation, behaviour.

## 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 Assistant Director 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 satisfactorily 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. The decision of the Academic Review Committee 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 Assistant Director before the end of the examination/jury schedule. When approval is granted for a deferral, a \$100 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 Headquarters (HQ) on Moodle. The Academy Assistant Director will follow up with a decision or further questions. NOTE: Core program courses are not eligible to be dropped.

The last date to add or drop a course is **Friday, October 3, 2025**. Courses cannot be added after the deadline. Dropping a course after this deadline, may be possible 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.

### **1.5 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 semester or year, as determined by the Director. 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 semester or year. Students who are dismissed (Section 1.8), and who wish to return to The Taylor Academy, must re-apply and re-audition.

### **1.7 DISCIPLINARY PROBATION**

Students in violation of the Student Code of Conduct (Section 2.10), 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 2.10). Students dismissed from the Academy are to cease all Academy activity as soon as dismissal is confirmed by Academy staff. Dismissed students are banned from reauditioning to Academy. If a dismissed student would like to reaudition, they must request an exception in writing to Academy staff. Any exception is at the discretion of the Academy Director, in consultation with Academy staff and faculty. With approval from the Academy Director, previously dismissed students may reaudition for Academy within the normal audition cycle. 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**

To order an official transcript of their academic record, a student must email the Academy Assistant Director with a request. The request must include the information of institution(s) to which the transcript is to be sent (name, mailing/email address) the mode of delivery needed (email or postal mail) and the deadline date.

Students requesting transcripts should be aware that it may take up to two (2) 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 and pass (60%+) to get credit.

### **1.12 DOCUMENTATION**

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

### **1.13 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 Assistant Director in writing. Students have the right to access their academic records. They should request access in writing to the Academy Assistant Director.

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 and guardian.

### **1.14 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 (“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 their 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 2025–26 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.

### **1.15 COMMUNICATION**

**A. Email:** 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 info sheet) 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 school year, Taylor Academy faculty and staff communications will only be with the student. If an adult student prefers to have their guardian included in communications, an email request by the student must be sent to the office.

The primary method of email communication throughout the year is through the weekly eBulletin. Students and guardians are expected to read the bulletin thoroughly to stay on top of Academy events and responsibilities.

**B. Moodle:** The Academy uses the Moodle online platform for course and general student information. It is expected students and guardians will check this platform before contacting faculty or staff with questions. In many cases, weekly updates made after the eBulletin has been sent are exclusively communicated on Moodle.

**C. 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 email and Moodle updates will not be possible.

### **1.16 ACCESSIBILITY**

The Taylor Academy is committed to providing qualified students who have disabilities an equal opportunity to take part in our educational programs. We believe in supporting an inclusive campus that recognizes disability as diversity. The Taylor Academy coordinates accommodations and services for our students with disabilities, unless to do so would cause undue hardship, in compliance with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and under the *Ontario Human Rights Code*.

Current students seeking accommodation or services will need to contact the Academy Assistant Director to set up an appointment and to provide any necessary information and documentation for review. Student reported information about the impact of the disability, needs and any accommodations or services that worked in the past is essential to the process. We may require a doctor's note or other supporting documentation to complete the individualized assessment and determine the suitability of the accommodation.

Accommodations and services are provided once this process of review—including the consultation/meeting with the student—have been completed. Since it can take some time, we encourage students to request an appointment as soon as possible so that services and accommodations can be coordinated in a timely way.

Accommodations may be requested at any time but are never retroactive.

After the meeting, The Taylor Academy will provide the student, where appropriate, an individual accommodation plan and, where necessary, communicate with faculty about what accommodations are to be arranged for the student. Such accommodations may include, but are not limited to course materials in alternative formats, or extended time in academic settings.

A student may not make individual accommodation arrangements with a faculty member without Academy Assistant Director approval. Please note that this process is confidential, and we will not disclose the disability information in our communication with the faculty.

### **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 clearly respect the following non-gender specific 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, clothing must be knee-length or longer

- Further dress code may be applicable for specific events (such as orchestral performances) and will be relayed to students in advance
- 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 must make a formal request in writing for alternative dates and/or means of satisfying requirements. Such requests must be made in advance and 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, student, or family member. 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, ability, 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, discomfort, or humiliation, displaying of sexually offensive material, and inappropriate or unwelcome focus or comment on a person's physical characteristics or appearance.

No Taylor Academy student, parent, nor guardian shall harass, threaten, bully, or intimidate a person or group, by way of, including but not limited to, electronic communications that use personal property not present at the RCM.

We encourage all Academy students, families, faculty, and staff to speak up when witnessing, experiencing, or suspecting any form of harassment. 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 Assistant Director 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.

### **1.20 LOCKERS**

Locker assignments will be assigned to students who submit a Locker Agreement Form (forms and pertinent information will be distributed digitally). Locker assignments are non-transferable. All locks are provided by the Academy; students may not use a personal lock. If a lock breaks, students must notify Academy staff to receive a new lock. Lockers may be opened by RCM staff for emergency purposes or for good cause as determined by school administration. If a notice is sent by RCM administration to vacate a locker and the student(s) fail(s) to do so by the date specified, the lock will be removed and all contents inside the locker will be discarded. All lockers must be vacated no later than May 25, 2026. Any contents left in lockers after this time will be discarded. Lockers not cleaned out (and keys returned, when applicable) by the May 25th deadline may result in the cancellation of a student's locker assignment for the following academic year.

Any defiance to the above may result in disciplinary action or dismissal.

## 2. Program Policies & Information

### 2.1 ACCOMPANIST POLICY

The Taylor Academy provides students with an allotment of accompanist fees per academic year. Accompanists used for this allotment must be listed on the Academy's current year Accompanist List, which is in the Orientation packets and can be found on the Academy HQ on Moodle. The total number of hours a student receives is dependent on which accompanist(s) they use, as accompanists set their own rates. Students should confirm rate 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 1, 2026).

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) to two (2) days 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 fee will be docked from the student's allotment.

First scheduling priority should be given to student performance needs such as Academy master classes, Academy juries, and Academy concerts. Accompanists booked for activities external to The Taylor Academy will not be covered by The Taylor Academy. Accompanists will report student accompaniment usage to the Academy office; usage is tracked in 15-minute increments. It is recommended that students and parents monitor accompaniment allotment to ensure optimal usage.

String & Woodwind students are entitled to **\$500** of accompaniment

Voice students are entitled to **\$150** of accompaniment

Piano students are entitled to **\$100** of accompaniment

### 2.2 ATTENDANCE

Regular and punctual attendance is required at all Academy activities. 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 one (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 Assistant Director 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 found on the Academy HQ on Moodle. Absence requests are approved at the discretion of the Academy administration and relevant faculty. Students will only receive reply from the office if their absence request has not been approved.

Non-reported absences from an activity will result in a notice to the email address(es) on record. See the Academic Activities Marking Policies Section (1.1.A) for details about how unexcused late and absence policies affect marks.

**B. Coaching and Rehearsal:** Students who will be missing a coaching or group rehearsal are expected to alert all applicable coaches, group members, and accompanists 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 collect contact information for all coaches and chamber ensemble members at the beginning of the semester.

**C. Private Lessons:** Absence for private lessons is to be communicated directly to the private teacher. Online Absence Requests are not required for private lessons. (See Private Lessons Section 2.4 below for details.)

### **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) unexcused lates will be equal to an unexcused absence. Students are expected to dress appropriately when performing in a master class (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 program, including last-minute changes, will be posted on the bulletin board.

Performance in Master Class is a required portion of all programs, except in the case where the private teacher does not want a student playing in Master Class. At the beginning of the year, plan with your private teacher the Master Classes in which you would prefer to participate. The online Master Class application form (found on the Academy HQ on Moodle) should be submitted at the beginning of each semester, by the deadline given by your Master Class Coordinator. You must list your repertoire on the request form. Withdrawal from a scheduled performance spot for any reason does not guarantee that a student will receive a replacement spot in another Master Class.

Academy students may attend any GGS or Academy Master Class that does not conflict with another of their Academy activities. A complete listing of GGS master classes may be found on the [GGs website](#).

### **2.4 PRIVATE LESSONS**

Instructors are not required to make up private lessons missed by the student. Out of courtesy, provide the instructor with a minimum of 24 hours notice for 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 student illness. In these cases, a Doctor's note may be required.

If a student is feeling unwell, but not displaying symptoms of sickness, the teacher should be contacted to determine whether the lesson should be rescheduled.

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 Assistant 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 Assistant 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. Juries take place over the period of one week at the end of the second term: April 28–May 1, 2026. Specific days and times 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 deferral request in writing, which must be approved by the Director. Approved jury schedule changes are subject to a \$100 fee.

## **2.6 PERFORMANCES**

**A. Performance Programming:** Procedures for concert programming vary by type. Details will be given at the start of the year. Students should not include time constraints for performance order 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 (Junior students attend Junior Chamber Concerts, Senior students attend Senior Chamber Concerts, etc.) unless Academy scheduling conflicts. Attendance will be taken at the beginning and end of mandatory events and will affect student Performance Class mark.

**C. Performance Opportunity Absence:** Students that miss a performance in which they are programmed 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 and Academy office. Water in clear bottles is allowed during exams.

## **2.8 RECORDING REQUESTS**

Students can book self-recordings or professional recordings from October through March. Recording requests must be made at least one week in advance of the recording date, otherwise a recording is not guaranteed. All recording requests must be submitted via the online Recording Request Form (links can be found on the Academy HQ on Moodle). Students will be emailed about recording request within a few days of submitting the form. Due to the high volume of bookings during the academic year, hall requests made more than a month in advance typically cannot be formally approved until 2 weeks out. Students are encouraged to request space early but should anticipate longer wait times for approval. Available hall space will be booked on a first come first served basis.

Hall space for recordings is very limited. Therefore, each student is limited to **two (2)** recordings in recital halls per semester. Classroom bookings are more available, ideal for self-recordings, and no booking limits apply.

Two types of recordings are available:

### **A. Self-Recording (booking a space and equipment, no personnel)**

Cost: Free

Halls and classrooms can be booked for no charge for up to three hours (includes setup, recording, and strike time). Students may reserve recording equipment such as video cameras and microphones from the Service Desk free of charge via the online form.

### **B. Professional Recording (booking a space and engineer with equipment)**

Cost: \$200

Includes two full hours of recording with a professional audio/video technician, plus processing and delivery of your recording. Recording files are distributed via e-mail Dropbox link within five (5) business days. Payment must be received before files are sent. Fees are non-transferrable.

**Changes/Cancellations:** Professional recording bookings that are cancelled or changed with **more than seven (7) days'** notice before the confirmed booking time are subject to a fee of **\$150**. Cancellations or changes **within seven (7) days** of the confirmed booking time will be subject to a cancellation fee of **\$200**.

### **2.9 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.

### **2.10 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, visiting artists, faculty, 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 within the schedule chosen during registration 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 and Library access 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 Assistant Director 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 Assistant Director. Only tuition fees, not the New Student Deposit fee (\$300 deposit), Library Fee (\$100), or Returning Student Fee (\$150), 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 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 Sep. 4	0%
Sep. 5–Oct. 9	20%
Oct. 10–Nov. 27	30%
Nov. 28–Jan. 8	50%
Jan. 9 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 student 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).

#### **Proof of Payment Receipt**

A Proof of Payment Receipt can be found on the online SIS Parent Portal in the My Payments section. These outline what payments have been made during the tax year and are not official tax receipts.

## 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**

Visit <https://library.rcmusic.com/> to see full Library policy information. It is important that students display good conduct while using the Library. Poor behaviour that takes place in the Library will be reported to Academy staff and will be considered for disciplinary action.

### **4.3 PRACTICING AT THE RCM**

NOTE: The RCM continually evaluates practice room use and procedures throughout the academic year. Any updated policies given in writing will supersede any conflicts between such updates and the following:

**A. General Practice Policy:** Your Academy Student Card entitles you to practice room privileges at The RCM. Refer to the Service Desk information available on the Academy HQ on Moodle for full details regarding practicing at The RCM.

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

- Taylor Academy students under the age of 14 will be permitted to practice at the Conservatory unaccompanied by a parent/guardian until 8:00 p.m. Supervision and studio key pick up/return by a parent/guardian will be required after 8:00 p.m.
- Taylor Academy students 14 and 15 years of age will be permitted to practice unaccompanied by a parent/guardian at the Conservatory until 9:00 p.m. Supervision and studio key pick up/return by a parent/guardian will be required after 9:00 p.m.
- Taylor Academy students 16 and 17 years of age will be permitted to practice unaccompanied by a parent/guardian at the Conservatory until 10:00 p.m. Supervision and studio key pick up/return by a parent/guardian will be required after 10:00 p.m.
- Taylor Academy students over 17 years of age will be permitted to practice unaccompanied by a parent/guardian at the Conservatory until 11:00 p.m.
- Taylor Academy students of any age accompanied by a parent/guardian will be permitted to practice at the Conservatory until 11:00 p.m.
- Both student and parent/guardian must have ID when requesting a key from the Service Desk.

Any violation of these rules will result in an immediate suspension of practice privileges for at least one week, 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 along with an explanation. This will be granted at the discretion of the Academy Director in consultation with the GGS Dean and Security Director, 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 dismissed from Academy.

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

Any failure by a student, a parent, and/or a guardian to comply with the Academy procedures may result in disciplinary action.