

## **TU Dublin Conservatoire**

### **Early Years Classes - Terms & Conditions**

#### **1. Applications, Enrolment and Re-Enrolment**

- Students apply for and are enrolled in the Early Years classes on a year-by-year basis. Re-application is subject to satisfactory attendance, progress, application, and behaviour.
- Students need to re-apply by the Early Years' closing date. If offered a place, students must enrol online and pay a €50 deposit by the deadline advised in the enrolment email, Failure to do so will result in losing the place and it will be offered to the next person on the waiting list. This deposit is non-refundable.

#### **2. Programme Registration & Fees**

- Having successfully completed online enrolment, students will receive an invitation to register on the programme, which must be completed before classes commence.
- Students are enrolled on a year-by-year basis for a full academic session and, as such, must pay the relevant programme fees in full. A facility is available within the academic session whereby tuition fees can be paid in two instalments: 50% prior to commencement of classes and the balance by 31 January. Students who have not paid 50% prior to commencement of classes or the balance by 31 January will have their studies suspended or terminated.
- There is no fee reduction for late commencement (for example, through having been offered, or taking up a place later than the normal start date).

#### **3. Withdrawals**

- Parents/guardians of Early Years students must notify the Conservatoire in writing/email of their intention to withdraw from the programme as soon as possible. Tuition Fees will not be refunded if a student withdraws after the programme has commenced; fees will only be refunded where a programme 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 withdraw in the January of an academic session.

#### **4. Classes and Lessons**

- When applying, parents/guardians of students opt for a class at a specific time. However, we cannot guarantee a place in the chosen class; places in each class are offered on a "first-come-first-served" basis.
- The Conservatoire reserves the right to change scheduled class/lesson times, rooms or teachers or to cancel classes, if necessary. The Conservatoire will do its best to contact students/parents in advance of such changes.

## 5. Attendance

- Attendance of at least 80% is required in the part-time Conservatoire. Attendance will be taken at each lesson and recorded in the Conservatoire database. Excused absences will not count against a student's attendance record.
- Students who do not have satisfactory attendance may not be given the opportunity to apply for the following year.

## 6. Communications

- Communications with parents of Junior Conservatoire 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.
- If your contact information changes you must notify the Conservatoire Office at [registrations.conservatoire@tudublin.ie](mailto:registrations.conservatoire@tudublin.ie) in order to continue to receive communications.
- It is very important to keep in close communication with the Early Years teacher regarding participation and progress. It is helpful for the teacher to know of any health and learning issues. Parents are invited to talk to the teacher by appointment.
- 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.

## 7. Conduct

- Junior Conservatoire 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 Conservatoire takes no responsibility for students before and after classes. Students and parents are requested to wait in the seating areas of the East Quad when not in classes, and to engage in quiet activities.
- Students are not permitted to run in lobbies, seating areas and corridors of the East Quad/Lower House. Stairwells are to be kept clear at all times. Scooters are not permitted in either building.
- Students under the age of 13 must not use the elevators unless accompanied by an adult or older sibling.
- For safety reasons, students or siblings are not permitted to play outside the buildings.
- 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 TU Dublin premises, or on other premises when engaged in TU Dublin 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 any student will be reported to the Head of Conservatoire Office, 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 or any performance venue.

- 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 TU Dublin buildings, without exception – including building entrance areas and the immediate vicinity around them.
- Please do not post notices of any kind without permission.
- The use of video and audio equipment at TU Dublin events is strictly prohibited.
- Students are responsible for their own belongings and should not leave them unattended. TU Dublin does not accept responsibility for any loss/damage to students' personal belongings or instruments.
- Practice facilities are only available to registered and fully paid part-time students aged 16 and over. Students need to sign up for an access card and register on the room-booking system in order to be able to use facilities.

#### **8. Personal Data, Including Photography and Video**

- Personal information will be used only for the purposes of administering the Junior Conservatoire. Personal data will never be passed to third parties.
- Photographs and videos of Conservatoire events, commissioned by the Conservatoire, may be used for internal staff development, teaching and for publicity purposes, including the printing of flyers, posters and other publications, and for publication on the Conservatoire's website and social media platforms. Such images may feature Junior Conservatoire students engaging in musical activities organized by the Conservatoire.
- 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 Conservatoire.
- For further information, please refer to TU Dublin's Child Protection and Vulnerable Adult Policy which may be found on the Conservatoire website, or contact the Head of Conservatoire, who is a member of TU Dublin's Child Protection and Vulnerable Adult Support Team; or the Director of Student Services, who is the designated Liaison Person for Child/Vulnerable Adult Protection within TU Dublin. See link [here](#) under section 'Useful Documents & Forms',
- Group classes are not permitted to be recorded under any circumstances. One-to-one lessons are not permitted to be recorded without prior permission from the teacher and in that instance are for private use only.

#### **Further Information**

For further queries on the above, please do not hesitate to contact the Conservatoire Administration team:  
(01) 220 5130/6272

email: [registrations.Conservatoire@tudublin.ie](mailto:registrations.Conservatoire@tudublin.ie)

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