

**General Information:**

Find below the general academic regulations as defined by the Performing Arts Center Potenza del'arte. Please read the operation regulations carefully for your own information and the students'. For further clarifications and/or questions, please do not hesitate to contact the Administration Office, at 22 44 44 43.  
Our school is a member of the Cyprus Music Schools Association.

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**ACADEMIC**

**1. Academic Year:**

*Music department (duration):*

**Private musical instrument classes and Theory classes:** From 2<sup>nd</sup> of September 2024 until 20<sup>th</sup> of June 2025.

**Music Group Classes (Little Pianists, Little Drummers & Potenza Ensembles):** From 2<sup>nd</sup> of September 2024 until 30<sup>th</sup> of May 2025.

*Musical Theatre Department (duration):*

From 2<sup>nd</sup> of September 2024 until 30<sup>th</sup> of May 2025. \*(We will have a show at the end of this year so we might extent classes)

*Theatre Department (duration):*

From 2<sup>nd</sup> of September 2024 until 16<sup>th</sup> of June 2025.

*Dance Department (duration):*

From 2<sup>nd</sup> of September 2024 until 20<sup>th</sup> of June 2025.

*Summer School Activities/ (duration):*

From the 23<sup>rd</sup> of June 2025 until 1<sup>st</sup> of August 2025 (6 weeks).

**Annual Holidays:** • October 1 • October 28 • December 23 — January 6 • Green Monday (3/3/2024) • March 25 • May 1 • Good Thursday (17/4/2025) until Sunday April 27<sup>th</sup> • Whit Monday (9/6/2025)

\*The private lesson on the 23-27 of June 2025 will be held as normal before the end of the school year.

\*\*April 1<sup>st</sup> lessons will be held as normal.

**2. Registration:**

Registration for existing students begins toward the end of April, both for summer classes and the next academic year. For newcomers, registration begins in the first week of May. During registration, students select classes, instructors, day and time, with priority given to existing students. A registration fee of €35 is required. Early registration fee is €25 (May 1<sup>st</sup> until of June 31<sup>st</sup> of previous year). The fee is non-refundable.

**3. Attendance:**

Students need to attend their classes well prepared and to arrive at the school at least 15 minutes prior to their scheduled class.

**4. Absence:**

Notification of student absences should be made directly to the Administration Office by calling at 22 444 443. Lessons cancelled due to student absences are not rescheduled. Lesson cancelled by the instructor must be rescheduled. The instructor in collaboration with the Administration Office is responsible to find a suitable day and time for the missed lesson.

## EXAMS

### EXAMS REGULATIONS:

There is a registration fee deadline for all exams. If students fail to register before the deadline, there is a late registration fee. Exam fees are non-refundable. For music exams, students who have already paid the exam fee but cannot attend the exams are allowed to transfer to only the next exam session without paying the fee again, but pay an added amount if required, by informing the Administration Office within the scheduled deadline.

### MUSIC DEPARTMENT

#### Music Exams:

In cooperation with the Hellenic Conservatory of Athens, students can take practical exams twice a year: every Fall (usually between 20-31 October) and Spring (usually between 20-31 May). The examiners of the Hellenic Conservatory of Athens (HCA) listen carefully to the students' programs, talk to them and offer guidance whilst also reviewing the students' progress with their instructors. Students need to prepare a specific exam program chosen from the exam syllabus for each level. The possibility of students being examined solely on scales or pieces exists only with examiner's permission. All students must take theory exams. Higher level students must have taken theory prerequisites. The exams for young beginners are held once a year in June.

#### **Pre-Exams**

All students registered for the Hellenic Conservatory's exams must participate in the mock exam process. Students need to be on time for the scheduled mock exams.

#### **Certificate/Diploma Exams**

There are various requirements which students must fulfill in order to be accepted for a certificate/diploma degree. These requirements are different for each instrument, thus, the certificate/diploma students have to talk to their instructor and/or administration office in advance, in order to sort out these requirements. Certificate/diploma students need to have met all theory exam prerequisites 6 months prior to their exams date. During certificate/diploma exams, the students may perform in front of an audience (anoikto ptyhio) or just in front of the five-member committee (kleisto ptyhio).

#### **LCME & ISOM Exams**

Potenzia Del' Arte also cooperates with the London **College of Music Examinations** (awarded by the University of West London) and the **International School of Musicians** (ISoM).

LCME & ISoM examiners are experienced professionals. All examiners have worked with LCME & ISoM for several years examining students all across the world. We can guarantee that every LCME & ISoM examiner has a proven track-record in examinations and education and are truly experts in the field. London College of Music Examinations and the International School of Musicians are recognized by Ofqual (the Office of the Qualifications and Examinations Regulator) and candidates can receive UCAS points (Grade 6 +) to use for studies in the UK. We offer you all the help and guidance you need before during and after the exam. Exams will take place at our premises, and you have a choice of either recording a video of your performance or book a time to have the exam live online.

**DANCE DEPARTMENT**

**Dance Exams R.A.D & ISTD.**

All ballet students are encouraged to take the Royal Academy of Dance (R.A.D.) exams and Modern Dance students take their exams through ISTD. Potenza follows the rules and regulations set by R.A.D. Mock-exams are scheduled before the exams and are usually open to the students' family members to watch and track their children's progress. All students who register for the exams must go through mock exams, as determined by the Management.

All students can gain credits and UCAS points upon completing successfully their exams. Students must come already wearing their uniform apart from their dance shoes.

**MUSICAL THEATRE DEPARTMENT**

**Musical Theatre Exams**

We encourage our students to take exams in Musical Theatre through LCME or ISoM who is accredited by London College of Music Examinations and candidates of high grades can gain credits and UCAS points.

**THEATRE DEPARTMENT**

**Theatre Exams**

We encourage our students to take exams in Theatre through ISoM or LCME who are accredited by Ofqual and candidates can gain credits and UCAS points.

**1. Tuition Fees:**

**Methods of payment of tuition fees and examinations:**

IBAN	CY82 0020 0125 0000 0011 0150 6300	MOUSIKI SCHOLI MELPITOR LIMITED
REVOLUT	99660971	KATERINA ANDREOU CHRISTOFIDOU
QUICKPAY	99660971	KATERINA ANDREOU CHRISTOFIDOU

**MUSIC/DANCE/THEATRE:**

<u>1<sup>st</sup> Payment</u> (4 months) SEPT-DEC Last day of payment 20 <sup>th</sup> of September	<u>2<sup>nd</sup> Payment</u> (3 months) JAN-MARCH Last day of payment 20 <sup>th</sup> of December	<u>3<sup>rd</sup> Payment</u> (3 months) APRIL-JUNE Last day of payment 20 <sup>th</sup> of March
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**MUSICAL THEATRE / ENSEMBLES (LITTLE PIANISTS - DRUMMERS - GUITARISTS)**

<u>1<sup>st</sup> Payment</u> (3 months) SEPT-NOV Last day of payment 20 <sup>th</sup> of September	<u>2<sup>nd</sup> Payment</u> (3 months) DEC-FEB Last day of payment 20 <sup>th</sup> of December	<u>3<sup>rd</sup> Payment</u> (3 months) MARCH-MAY Last day of payment 20 <sup>th</sup> of March
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Tuition Fees are prepaid at the beginning of each month (until the 10<sup>th</sup> day of each month). Reduced Fees for students that pay annually. Special prices and reduced fees are given at the end of the school year. Fees can be paid in cash, by credit card, or/and by bank transfer. **May and June Fees** are paid together at the **beginning of May**.

**2. Lost and Found:**

A lost and found bin is maintained at the Administration Office located behind the front desk. Students are encouraged to use this location for any items lost or found within the Center. The Center assumes no responsibility for loss of students' property in cases of fire, theft, or other causes.

**3. Smoking:**

Smoking is strictly prohibited in all Potenza del' arte facilities, including the underground parking.

**4. Student Behavior:**

The students must, at all times, behave with respect for Potenza del' arte and its facilities as well as for the members of the faculty and administration.

**5. Fire Regulations:**

Students need to note the location of fire extinguishers on each floor and familiarize themselves with all emergency exits and know the location of the emergency exit closest to their instruction room. Should the fire alarm sound, students must vacate and move away from the building using the closest emergency exit following their teacher's instructions.

**6. Active Involvement:**

Students as well as faculty members are motivated to, often, participate in concerts, events and/or other performances organized by Potenza del' arte as well as becoming members of various Potenza ensembles (Potenzia Student Band, Youth Choir, etc).

**7. On-time Response:**

It's important that faculty members and students respond on-time to the Administration Office and Management for concert and exam issues. Please note the various deadlines and important dates given for preventing misunderstandings and problems that may arise. You can also get information from the school's website on [www.potenzia.net](http://www.potenzia.net), our Facebook Page <https://www.facebook.com/potenzia.delarte> and our Instagram Page [potenziadelarte](https://www.instagram.com/potenzia.delarte). Through our email address [perform@potenzia.net](mailto:perform@potenzia.net) we will be in contact with you.

***THANK YOU FOR TAKING THE TIME TO READ THE ABOVE REGULATIONS AND WE PRESUME THAT BY BEING PRESENT HERE YOU AGREE WITH THE ABOVE.***

BY THE MANAGEMENT