

TERMS AND CONDITIONS
BA (Hons) Dance Education, Diploma of Higher Education: Dance Education
and Certificate of Higher Education: Dance Education
Full-Time Study

Fees

Programme fees are **not normally refundable**. Please read the information below regarding withdrawals and suspension of studies. **Students will be ultimately liable for all tuition fees even if a third party is paying a part or the full amount.**

Withdrawal

Students are required to notify the Registry of an intention to withdraw by completing and returning the withdrawal form. Please contact Registry for further details. If you are a new student and your withdrawal form is received within four weeks of the start of the programme (**including any induction period**), you will not be required to pay tuition fees and any fees paid in advance will be refunded.

If you wish to withdraw during an academic year, or are requested to withdraw for reasons in relation to your conduct, your liability for any fees will depend on the date that the withdrawal form is received:

- From the fifth week of Semester One to 2 January – 1st instalment
- 3 January to 31 March – 1st and 2nd instalments
- 1 April onwards – all instalments

If you wish to withdraw at the end of the year you must submit the appropriate paperwork by **31 May**, otherwise you will be liable for the following year's fees. If you are requested to withdraw from the programme by the Director of Education on academic grounds, a refund will be made for any outstanding term where fees have been paid in advance.

Suspension of Studies

Students are required to notify the Registry of an intention to suspend their studies by completing and returning the suspension of studies form. Students can only suspend their studies once and for one year only.

If you wish to suspend your studies your liability for any fees will depend on the date that the suspension of studies form is received:

- From the fifth week of Semester One to 2 January – 1st instalment
- 3 January to 31 March – 1st and 2nd instalments
- 1 April onwards – all instalments

If you wish to suspend your studies, you must apply within four weeks of the start of the semester. Applications will only be considered after this point if there are extenuating circumstances. An administration fee of £200 will normally be charged and on return to study you will be charged the following year's fee. The fees for the following year will be negotiated depending on your circumstances and fees paid.

Payment Details

Each Level consists of two semesters, studied over one year. The tuition fee can be paid in three equal instalments by the dates below or by monthly direct debit in the year of study. Students may pay before these dates and at least one third of the tuition fees must be paid by each of the dates:

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Payment dates:

- 1 September
- 2 January
- 1 March

The Academy reserves the right to charge interest at 1.5% above the bank rate in the case of late payment. It is a requirement of the validating university and the Royal Academy of Dance that all fees must be settled before a successful student can graduate.

No programme materials will be made available until the payment of the appropriate instalment has been received. No extensions will be given where a student's study time is reduced due to late receipt of payment.

If the Student Loans Company (UK) is paying your fees, these will be credited to your account when payment is received by the Royal Academy of Dance. A copy of your loan letter must be sent to Registry. If the Student Loans Company does not pay your tuition fee in full, you are liable for any outstanding fees.

Methods of Payment

You may choose one of the following methods, remembering to quote your **Account Reference** and your **Invoice Number** for any type of payment:

<i>By Credit / Debit Card</i>	You may pay by Visa/MasterCard or alternatively by Debit Card / Maestro / Connect if you live in the UK.
<i>By Bank Transfer</i>	You may pay by transferring fees directly from your own bank account to the Academy's bank account, our bank account details are on the front of your invoice. Please ensure that you use the Invoice Number as reference for your payment.

Payment Office

Finance Department, Royal Academy of Dance, 188 York Road, Battersea, London SW11 3JZ, United Kingdom

Telephone +44 (0)20 7326 8926 Email finance@rad.org.uk

The Royal Academy of Dance reserves the right to alter these Terms and Conditions.