

TERMS AND CONDITIONS

Certificate in Dance Teaching (Ballet)

Fees

Programme fees are **not normally refundable**. Please read the information below regarding withdrawals and suspension of studies. **Students will ultimately be 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@rad.org.uk 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 tuition 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 programme start date to 31 March – 1st instalment (50% of annual fee)
- From 1 April to 30 June – 1st and 2nd instalments (75% of annual fee)
- From 1 July onwards – all three instalments (100% of annual fee)

If you wish to withdraw at the end of the year you must submit the appropriate paperwork by **30 September**, otherwise you will be liable for the following year's fees.

Where a student is requested to withdraw from the programme by the Director of Education on academic grounds, a refund will be made for any outstanding modules where fees have been paid in advance. If you are requested to withdraw for reasons in relation to your conduct, no refund will be given.

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, you must apply within **four weeks of the start of the year**. 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 fees. The fees for the following year will be negotiated depending on your circumstances and fees paid.

Payment Details

The programme consists of four modules, studied over two years. Students are invoiced prior to the start of each calendar year. The invoice for each year is 50% of the total tuition fee for the whole programme. Each year's invoice must be paid in three instalments by the dates and in the proportions shown below:

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Tuition fee payment structure per invoice		
Instalment	Payment required by	% of invoiced tuition fee due
1	1 st December	50%
2	1 st April	25%
3	1 st July	25%

Students may pay before these dates. 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.

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

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.