

ROYAL ACADEMY OF DANCE TERMS AND CONDITIONS
RAD Access Route - Vocational Track

Fees

Access Route 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 for further details.

If you are a new student and your withdrawal form is received within **two weeks of the start of the Access Route**, you will not be required to pay tuition fees and any paid in advance will be refunded.

If you are requested to withdraw from the Access Route by the Director of Education on academic grounds, a refund will be made for any outstanding tuition 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 **two weeks of the start of the Access Route**. 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 fee rate of the cohort which you join for each additional year of study. Once a request for a Suspension has been made you will have a further four weeks to return the completed documentation and pay the suspension fee.

Policies, Procedures, and Regulations

RAD's full Policies, Procedures and Regulations are on the RAD website at [Policies, Procedures, and Regulations - Royal Academy of Dance](#)

Payment Details

The Access Route Vocational Track consists of four modules studied over 15 months. You will receive one invoice amounting to 100% of the total tuition fee. The invoice should be paid in two instalments, with each amounting to 50% of the total invoice. The first instalment is due by **5th January** and the second instalment is due by **5th September**.

ROYAL ACADEMY OF DANCE TERMS AND CONDITIONS
RAD Access Route - Vocational Track

No Access Route materials will be 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 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 **RAD Invoice Code** and **SURNAME** 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 8018

Email finance@rad.org.uk

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