

TERMS AND CONDITIONS

Master of Arts in Education (Dance Teaching), Postgraduate Diploma in Education (Dance Teaching) and Postgraduate Certificate in Education (Dance Teaching)

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 two 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 15 September – 1st instalment
- 1 January to 31 March – 1st and 2nd instalment
- 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 17 September – 1st Instalment
- 1 January to 31 March – 1st and 2nd instalment
- 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

The programme is studied either over two years or three years. The invoice is for one year's tuition fees which must be paid in three equal instalments each year by the dates shown below. Students may pay before these dates, but at least one half of the fees invoices must be paid and cleared through banking by each of the due dates.

Year 1 of the programme		Year 2 of the programme		Year 3 of the programme	
1 st instalment	1 st August 2017	1 st instalment	1 st August 2018	1 st instalment	1 st August 2019
2 nd instalment	1 st January 2018	2 nd instalment	1 st January 2019	2 nd instalment	1 st January 2020
3 rd instalment	1 st April 2018	3 rd instalment	1 st April 2019	3 rd instalment	1 st April 2020

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

In the first year all students will be invoiced for half of the total tuition fee for the programme. Then depending on if the student will complete the programme in 2 or 3 years will depend on the amount invoiced for in the 2nd year. Those only studying for 2 years will be invoiced for the 2nd half of the fees. Those studying for 3 years will have the remaining amount split evenly over their 2 remaining years. Please see table for further clarification:

	Year 1 payment amount	Year 2 payment amount	Year 3 payment amount
2 Years of Study	50%	50%	N/A
3 Years of Study	50%	25%	25%

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.

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:

By Credit/Debit Card	You may pay by Visa/MasterCard or alternatively by Debit Card/Maestro/Connect if you live in the UK.
By Bank Transfer	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.

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Payment Office

Finance Department, Royal Academy of Dance, 36 Battersea Square, London SW11 3RA, United Kingdom
Telephone +44 (0)20 7326 8018 or 8016 Facsimile +44 (0)20 7924 3129 Email finance@rad.org.uk

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