

## TERMS AND CONDITIONS

### Professional Dancers' Teaching Diploma

#### Fees

Programme fees are **not normally refundable**. **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 wish to withdraw during an academic year you will normally be required to pay the full fees for that year, unless you have extenuating circumstances, or you withdraw within two weeks of the start of the programme. In these circumstances you will not be required to pay fees for future modules and any fees paid in advance will be refunded.

If you are requested to withdraw from the programme by the Director of Education and Training 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 **two weeks of the start of the programme**. Applications will only be considered after this point if there are extenuating circumstances.

An administration fee of £200 will normally be charged. 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.

#### Payment Details

The Programme fee is due, in full, by **18 May 2018**.

Where a student is in receipt of a grant or bursary or a third party is paying their fees, evidence of this must be forwarded to Registry, at the Academy before the commencement of the course. This will ensure separate invoices to be sent to the appropriate parties.

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.

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 **Account Reference** and your **Invoice Number** for any type of payment:

<b>By Credit/Debit Card</b>	You may pay by Visa/MasterCard or alternatively by Debit Card/Maestro/Connect if you live in the UK.
<b>By Bank Transfer</b>	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. <b>Please ensure that you use the Invoice Number as reference for your payment.</b>

#### 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](mailto:finance@rad.org.uk)

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