

TERMS AND CONDITIONS

Postgraduate Certificate in Education: Dance Teaching (PGCE:DT) with Qualified Teacher Status (QTS)

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

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 semester 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 15 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 fee can be paid in three equal instalments and must be paid by the payment dates shown below. Students may pay before these dates, but in all circumstances at least one third of the fees must be paid by the dates shown below.

Payment Dates

1 August
1 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.

If the Student Loans Company 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 given at Registration. 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:

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.

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.