

TERMS AND CONDITIONS Certificate in Ballet Teaching Studies

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 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 are a new student and it is within four weeks of the start of the programme. In these circumstances you will not be required to pay fees for future semesters and any fees paid in advance will be refunded.

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.

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 semester 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 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.

Payment Details

The programme consists of five modules, studied over two years. This invoice is for one year's tuition fees which must be paid in two equal instalments 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	
1 st instalment	1 st December 2018
2 nd instalment	1 st April 2019

Year 2 of the programme	
1 st instalment	1 st December 2019
2 nd instalment	1 st April 2020

No programme 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 **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.