

Royal Academy of Dance Faculty of Education

Withdrawals and Suspension of Studies Policy and Procedures

1 Policy Statement

- 1.1 This policy is to ensure that the Faculty of Education (FoE) of the Royal Academy of Dance (RAD) is informed by students, in a timely fashion, of their wish to withdraw or to suspend their studies. Students are required to notify the Registry of an intention to withdraw or to suspend their studies by completing and returning the relevant form. This form can be obtained from the Student Records and Awards Officer. Please refer to Appendix 1 for information on which form to use and Appendices 2 and 3 for submission deadlines.
- 1.2 This policy should be read in conjunction with the current Terms and Conditions of the relevant programme. All outstanding fees, including Library fees, have to be paid and all outstanding items have to be returned to Library at withdrawal or suspension.

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 need to return any study material.

The date when the relevant form is received by Registry will determine the student's fee liability and whether or not a full or partial refund of the tuition fee is possible.

- 1.3 Students will be ultimately liable for all tuition fees even if a third party is paying a part or the full amount.
- 1.4 The following programmes are covered by this policy:
- Master of Arts in Education (Dance Teaching), including the Postgraduate Diploma in Education (Dance Teaching) and the Postgraduate Certificate in Education (Dance Teaching) (MAE)
 - Postgraduate Certificate in Education: Dance Teaching (PGCE:DT)
 - BA (Hons) Ballet Education (BABE)
 - BA (Hons) Dance Education (full-/part-time, including the Certificate of Higher Education: Dance Education and the Diploma of Higher Education: Dance Education) (BADE)
 - Licentiate of the Royal Academy of Dance (LRAD)
 - Professional Dancers' Teaching Diploma (PDTD)
 - Diploma in Dance Teaching Studies (DDTS)
 - Certificate in Ballet Teaching Studies (CBTS)
 - Professional Dancers' Postgraduate Teaching Certificate (PDPTC)

– For the programme delivered in Germany it will be governed by German law for distance-learning programmes. Students will be issued individual learning contracts which will guide withdrawals and suspensions.

- Access Routes (through approved university partners)

2 Refunds

- 2.1 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.
- 2.2 The only type of fee where a refund, full or partial, is possible at withdrawal is the tuition fee. Other fees, such as audition fee, deposit or registration fees for instance, are non-refundable.
- 2.3 The deadlines for receipt of the signed and dated withdrawal form determine the extent of the students' liability with regards to the payment of the tuition fee. If the withdrawal form is received by the relevant deadline, a refund of the full or partial tuition fee is possible. If the withdrawal form is not received by the relevant deadline and no extenuating circumstances apply, no fee will be refunded.

Information on which circumstances may be thought of as extenuating and what kind of evidence are acceptable can be found in the Extenuating Circumstances Guidance (Appendix 4).

- 2.4 The deadlines are specified in the relevant Terms and Conditions (see summary below). If the Terms and Conditions do not give a deadline, there is no refund of tuition fees.

3 Summary of Terms and Conditions

This summary should be read in conjunction with the Terms and Conditions issued at the time of invoicing. Advice on the Extenuating Circumstances Guidance can be found in Appendix 4.

3.1 Withdrawals

- 3.1.1 Liability for tuition fees:
For all programmes, except LRAD:

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.

LRAD & PDTD

If a student wishes to withdraw, s/he will be required to pay the full fee for the programme/level/module.

MAE & PGCE:DT & BABE & BADE (full-time and part-time)

No fee can be refunded to the student if it is paid by a third party. If a student wishes to withdraw during an academic year, or is requested to withdraw for reasons in relation to his/her conduct, liability for any fees will depend on the date that the withdrawal form is received. Please refer to the Terms and Conditions for applicable deadlines.

DDTS & CBTS

If a student wishes to withdraw during a calendar year s/he will normally be required to pay the full fees for that year, unless s/he has extenuating circumstances, or is a new student and it is within four weeks of the start of the programme.

3.1.2 Deadline for withdrawal at the end of the year/module:

MAE & BABE & BADE (full-time and part-time)

If a student wishes to withdraw at the end of the year s/he must submit the appropriate paperwork by 31 May, otherwise s/he will be liable for the following year's fees.

LRAD

If a student wishes to withdraw at the end of a Level s/he must submit the appropriate paperwork by 31 January before the start of the following Level, otherwise s/he will be liable for the fees for this Level.

DDTS & CBTS

If a student wishes to withdraw at the end of the year s/he must submit the appropriate paperwork by 30 September, otherwise s/he will be liable for the following year's fees.

- 3.1.3 If a refund is agreed, the preferred payment method for UK students is by bank transfer. Students invoiced by the Finance Department in the UK who are entitled to a refund will need to provide their bank details to the Faculty of Education, preferably at the time of submission of the withdrawal form. For students on the CBTS programme who were not invoiced by the UK Finance Department, any refund will be arranged by the relevant National Office.

3.2 Suspension of studies

3.2.1 Liability for tuition fees:

The liability for tuition fees will depend on the date the completed suspension form is received, the student's circumstances and fees paid. On return to study the student will be charged the following year's tuition fee.

3.2.2 Deadlines for suspension:

MAE

If a student wishes to suspend their studies, s/he will need to apply within four weeks of the start of the programme.

PGCE:DT & BABE & BADE (full-time and part-time)

If a student wishes to suspend their studies, s/he will need to apply within four weeks of the start of the semester.

DDTS & CBTS

If a student wishes to suspend their studies, s/he will need to apply within four weeks of the start of the year.

3.2.3 In case of suspension, the student will be charged the following year's tuition fee on return to study. The amount due for the following year will be determined by the date the completed suspension form is received, the student's circumstances and fees paid.

4 Withdrawal and Suspension procedure

- 4.1 Once the withdrawal or suspension form has been received, Registry will determine student's tuition fee liability and, if appropriate, whether or not the student is entitled to any refund. The Programme Manager will advise the student on their options. The withdrawal or suspension request will be authorised by the Director of Education and Training.
- 4.2 Both the Library and the Finance Department are then advised of the withdrawing or suspending student and asked to provide information on outstanding fees or items. Registry informs the Finance Department whether any refunds are to be made and asks them to issue any credit notes.
- 4.3 Registry will inform all other relevant parties, where applicable, i.e. the validating university, Local Authorities, loan companies/charities, Transport for London, RAD National Offices, FoE admin staff, etc.
- 4.4 Tutors will be advised by the relevant Programme Officer.

- 4.5 Once the process has been completed, the student will be notified of the outcome by Registry in writing. The student's access to the student section of the FoE website via username and password will be removed. The process should be completed within 20 working days after receipt of the signed form.
- 4.6 The Finance Department or the relevant National Office will process any agreed refund within 20 working days after being notified of the withdrawal by Registry.
- 4.7 Should there be any tuition fees outstanding, it is the Finance Department or the relevant National Office that collects the debt.
- 4.8 Failure to pay any outstanding fees at withdrawal will result in legal action, which could include via debt recovery and small claims courts. This may affect your credit rating.

5 Termination by the Board of Examiners

- 5.1 Students who do not continue their studies but do not comply with this policy by returning the signed and dated withdrawal form, will have the programme terminated at the next appropriate Student Progress and Assessment Board or Board of Examiners. Achievements of any modules will be recorded by the Board and the student will be required to withdraw.
- 5.2 For university-validated programmes the date of the programme termination and subsequent withdrawal will be the next appropriate Undergraduate and Postgraduate Student Progress and Assessment Board or Board of Examiners. For RAD-validated programmes this will be the next appropriate RAD Awards Student Progress and Assessment Board or Board of Examiners.
- 5.3 Students will be notified of the programme termination after the relevant Board by Registry in writing.
- 5.4 If students have their programme terminated by the relevant Board, there is no refund of tuition fees.

6 Registry Contact Details

Student Records & Awards Officer:

Phone: +44 (0)20 7326 8042

Email:

Registry@rad.org.uk


Postal address:

Student Records & Awards Officer
Registry
Faculty of Education

Registrar:
Charlotte Levy
Phone: +44 (0)20 7326 8049
Email: clevy@rad.org.uk

Royal Academy of Dance
36 Battersea Square
London
SW11 3RA
UK

Fax: +44 (0)20 7326 8040

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Reviewed by the Policy and Strategy Committee	15 May 2019
Ratified by the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance	3 June 2019
Signed on behalf of the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance by the Chair	
Review Date	May 2020

Appendix 1:

Which form do I use?	For which programme?	Form Number
Withdrawal at any point in the programme – refund of full or partial tuition fee dependent on relevant deadlines	MAE PGCE BABE BADE full-time BADE part-time	FWF1
Withdrawal at any point in the programme – no refund of tuition fees	LRAD PDTD DDTS CBTS	FWF5
Withdrawal within the first four weeks of the programme	BADE full-time BADE part-time CBTS	FWF1
Withdrawal at the end of the year – deadline: 31 May	BABE BADE full-time BADE part-time	FWF2
Withdrawal at the end of the year – deadline: 30 September	DDTS CBTS	FWF3
Withdrawal at the end of a Level – deadline: 31 January	LRAD	FWF4
Withdrawal due to extenuating circumstances	All programmes	FWF5
Suspension of Studies	MAE PGCE BABE BADE LRAD PDTD	FSF1
	DDTS CBTS	FSF2
	PDPTC	Please contact German National Office

Appendix 2:

Withdrawal

Programme	Tuition Fee Liability for Withdrawal during year/Level	Deadline for Withdrawal at the end of the year/Level
MAE	See Terms and Conditions for liability dates	At the end of the year: 31 May
PGCE	See Terms and Conditions for liability dates	Not applicable
BABE	See Terms and Conditions for liability dates	At the end of the Level: 31 May
BADE Full- and part-time	See Terms and Conditions for liability dates	At the end of the Level/year: 31 May
LRAD	Full fee for Level, no refund	At the end of the Level: 31 January
PDTD	Full fee, no refund	Not applicable
DDTS	Full fee for the year unless withdrawal takes place within four weeks of the start of the programme	At the end of the year: 30 September
CBTS	Full fee for the year unless withdrawal takes place within four weeks of the start of the programme	At the end of the year: 30 September

Appendix 3:

Suspension:

Programme	Deadline for Suspension during year/Level:	Deadline for Suspension at the end of the year/Level
MAE	Within four weeks of the start of the year	At the end of the year: 31 May
PGCE	Within four weeks of the start of the semester	Not applicable
BABE	Within four weeks of the start of the semester	At the end of the Level: 31 May
BADE Full- and part-time	Within four weeks of the start of the semester	At the end of the Level/year: 31 May
LRAD	Only applicable in extenuating circumstances	At the end of the Level: 31 January
PDTD	Only applicable in extenuating circumstances	Not applicable
DDTS	Within four weeks of the start of the year	At the end of the year: 30 September
CBTS	Within four weeks of the start of the year	At the end of the year: 30 September

Appendix 4:

Please refer to the [Extenuating Circumstances Policy](#) .