

**Faculty of Education
University-validated Programmes of Study
Refund Policy (Tuition Fees)**

1. Policy Statement

- 1.1. It is the policy of the Royal Academy of Dance to issue refunds, where appropriate, to students who cancel, withdraw or suspend from their programme of study.
- 1.2. The refund amount will be determined according to the timing of the withdrawal and the student's programme of study. Our policies for the calculation of fee liability/refunds for undergraduate and postgraduate university-validated tuition fees are set out below.
- 1.3. When you accept an offer of a place at the Royal Academy of Dance, you are agreeing to comply with our policies and regulations, which include payment of fees.

2. Who to contact

- 2.1. Registry in the Faculty of Education can support you should you decide to withdraw from your programme of study.
- 2.2. Any queries concerning refunds should be directed to the

Registrar,
Faculty of Education
Tel: 0207 326 8049
Email: registry@rad.org.uk

3. Your right to cancel

- 3.1. Once the Royal Academy of Dance has made you an offer of a place on a programme of study, setting out any conditions associated with the offer, and you or your appointed representative have accepted it, you have entered into a legally binding agreement with us. If you want to withdraw from the agreement and cancel your acceptance of this offer, you must notify us within 14 days of the date that you accepted the offer.
- 3.2. For applicants applying to the Royal Academy of Dance through UCAS, this means 14 days from the date that you/your appointed representative accepted the offer as your Firm or Insurance choice in UCAS Track.

- 3.3. For applicants applying directly to the Royal Academy of Dance, this means 14 days from the date you/your appointed representative accepted your offer with Registry at the Royal Academy of Dance.

4. Our right to withdraw your offer

The Royal Academy of Dance reserves the right to withdraw an offer of a place in the following circumstances:

- 4.1. You do not meet the academic conditions of your offer or other non-academic conditions required for entry to your specific programme. For some programmes of study, applicants are required to undertake an Enhanced DBS check and required IELTS test scores.
- 4.2. You provide fraudulent information which results in an offer of a place being made.
- 4.3. You are not eligible to obtain a visa to study in the UK, or such visa is cancelled or withdrawn.
- 4.4. Your failure to register by the latest registration date given.

5. Your programme

- 5.1. The Royal Academy of Dance will aim to deliver your chosen programme of study so that it closely matches the way in which it has been described to you by the Royal Academy of Dance in print, online, and/or in person, especially at the point that you accepted your offer.
- 5.2. Our programmes are delivered from an academic community of staff actively engaged in research. Therefore, we may alter the curriculum (subject to approval by the validating university, the University of Bath) in order that you can learn from the latest academic research. Should we do this, we would give you as much notice as possible and in line with our *Student Protection Policy*.
- 5.3. We also value your feedback and provide regular opportunities for you to comment on the content and delivery of your programme of study.
- 5.4. Staff changes can lead to new modules being offered, or modules being withdrawn, or a change in who teaches on the programme.

- 5.5. Requirements made by external professional or statutory bodies may mean that parts of a programme have to be amended.
- 5.6. Changes in the way the Royal Academy of Dance is funded, might lead to changes in the availability of some students' services.
- 5.7. Full details of how your programme may be affected and how the Royal Academy of Dance will manage those situations and communicate with you are outlined in the *Student Protection Policy*.

6. Fee Payment

- 6.1. Payment of fees including payment dates are identified on the individual programme's financial Terms and Conditions. These are available on the Royal Academy of Dance Faculty of Education web pages (<https://www.royalacademyofdance.org/study/higher-education/higher-education-1/fees-and-funding>).
- 6.2. Guidance and information regarding methods of payment are made available on the Royal Academy of Dance Faculty of Education web pages (<https://www.royalacademyofdance.org/study/higher-education/higher-education-1/fees-and-funding>) in the Fees and Payments document.
- 6.3. If your fees are to be paid by a sponsor, you must provide us with valid sponsorship information that covers the period of your study.
- 6.4. Students in receipt of an undergraduate tuition fee loan will have their fees paid by the Student Loans Company in line with their schedule. Fees will be credited to a student's accounts as soon as they are received by the Royal Academy of Dance.
- 6.5. International students and UK/EU undergraduate students who have not taken out a tuition fee loan are required to pay their fees in full or according to the payment dates given in the individual programme's financial Terms and Conditions.

7. Additional Costs

- 7.1. Tuition fees cover the cost of teaching provision. Throughout the duration of your studies, it is likely that you will incur additional costs related to your programme.

- 7.2. Some of our programmes (particularly those with a practical element) may require you to pay for clothing, materials, special equipment or one-off fees. Typical costs relating to your programme can be found on the Faculty of Education webpages (<https://www.royalacademyofdance.org/study/higher-education/higher-education-1/fees-and-funding>).

8. Withdrawals

- 8.1. If you withdraw from your programme by the end of the induction/enrolment period, you will need to contact Registry and inform us in writing. You will not be liable to pay any tuition fees if you confirm your decision with Registry by this time. Please note that Registration Fees are not refundable.
- 8.2. If you wish to withdraw from your programme part-way through the academic year for whatever reason, subject to you observing the procedures for withdrawal, the Royal Academy of Dance will adjust your liability for tuition fees as follows in sections 9 and 10.
- 8.3. In the event of the formal withdrawal procedures not being observed, you will be liable for payment of fees in full for the academic year.
- 8.4. If you withdraw from your programme and received funding from the Student Loans Company, your student loan may only cover a portion of your fee liability, and if this is the case, you will need to make arrangements to pay the difference in tuition fees directly to the Royal Academy of Dance.

9. Undergraduate fee liability and refunds

- 9.1. If you are in attendance at the start of Semester 1, and withdraw within 4 weeks of the start of the semester, any tuition fees paid, will be fully refundable.
- 9.2. If you withdraw from the programme at any point from week five of Semester 1 until the 2 January, you must pay the first instalment of tuition fees.
- 9.3. If you withdraw from the programme at any point from 3 January to 31 March, you will be liable for the first two instalments of tuition fees.
- 9.4. If you withdraw from the programme from the 1 April, you will be liable for all instalments of your tuition fees.

10. Postgraduate fee liability and refunds

- 10.1. If you are in attendance at the start of Semester 1, and withdraw within 4 weeks of the start of the semester, any tuition fees paid, will be fully refundable.
- 10.2. If you withdraw from the programme at any point from week five of Semester 1 until the 2 January, you must pay the first instalment of tuition fees.
- 10.3. If you withdraw from the programme at any point from 3 January to 31 March, you will be liable for the first two instalments of tuition fees.
- 10.4. If you withdraw from your programme from the 1 April, will be liable for all instalments of your tuition fees.

11. Tier 4 Student Visa Refusals

- 11.1. Should your Tier 4 Visa be refused prior to enrolment, your tuition fees will be refunded in full.
- 11.2. You will need to provide evidence of the visa rejection from the UK Visa and Immigration to Registry.

12. Tuition Fee Bursaries

- 12.1. If you are in receipt of tuition fee bursaries you will have this amount deducted from your invoice.
- 12.2. Students who withdraw from their programme will be liable for any outstanding fees not covered by the bursary awarded.


13. Compensation for maintenance costs and lost time where it is not possible to preserve continuation of study

- 13.1. Costs incurred to you as the result of a closure of a programme of study will be reimbursed in full.

14. Compensation for tuition and maintenance costs where students have to transfer a programme of study

- 14.1. Costs incurred to you, as the result of a programme transfer will be reimbursed in full.

Created	16 February 2018
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Reviewed by the Finance and Resources Committee	21 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