

**ROYAL ACADEMY OF DANCE TERMS AND CONDITIONS**  
**RAD Access Route – Hong Kong Academy for Performing Arts**

**Fees**

Programme fees are **not normally refundable**. Please read the information below regarding withdrawals and suspension of studies. **Students will ultimately be 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 Access Route** (including any induction period), you will not be required to pay tuition fees and any fees paid in advance will be refunded.

If you are requested to withdraw from the Access Route by the Director of Education and Training on academic grounds, a refund will be made for any outstanding tuition 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 Access Route**. 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 Access Route consists of one module and two Intensive Study Periods, studied over two years. This invoice is for the full tuition fee which must be paid in three instalments by the dates shown below. Students may pay before these dates, but at least one half or one quarter respectively of the fees invoices must be paid and cleared through banking by each of the due dates.

Year 1 of the Access Route 1 <sup>st</sup> instalment		Year 1 of the Access Route 2 <sup>nd</sup> instalment		Year 2 of the Access Route 3 <sup>rd</sup> instalment	
50% of the overall tuition fee	1 <sup>st</sup> May	25% of the overall tuition fee	1 <sup>st</sup> December	25% of the overall tuition fee	1 <sup>st</sup> May

No Access Route 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:

<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.