

TERMS AND CONDITIONS

Professional Dancers' Postgraduate Teaching Certificate (Sydney)

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 on faculty@rad.org.uk

If you are a new student and your withdrawal form is received within **four weeks of the start of the programme** (including the induction period), or you have extenuating circumstances, you will not be required to pay tuition fees and any tuition fees paid in advance, will be refunded.

If you wish to withdraw during the academic year, your liability for fees will depend on the date that the withdrawal form is received:

- From the fifth week of the programme to 30 September– 1st & 2nd instalment
- From 2 October to 31 December– 1st, 2nd & 3rd instalments
- From 2 January – all instalments

If you are requested to withdraw from the programme by the Director of Education and Training on academic grounds, a refund will be made for any outstanding modules 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 programme**. Applications will only be considered after this point if there are extenuating circumstances.

An administration fee of £200, paid to RAD London, will normally be charged. 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 three modules. The invoice is for the full tuition fees which must be paid in four equal instalments by the dates shown below. Students may pay before these dates, but at least one half of the fees invoiced must be paid and cleared through banking by each of the due dates.

Payment Dates	
1 st instalment	1 st July 2020
2 nd instalment	1 st September 2020
3 rd instalment	1 st November 2020
4 th instalment	1 st January 2021

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, please quote your Account Reference or Invoice Number:

By Credit/Debit Card	You may pay by Visa/MasterCard please contact our Payment Office as per below
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 attached remittance advice form. Please ensure that you use the Account Reference (RAD membership number) Number as reference for your payment.

Payment Office

Royal Academy of Dance, PO Box 245 KINGS CROSS NSW 1340
Telephone (02) 9331 4111 or 9380 1915 Facsimile (02) 9360 6677 Email education@rad.org.au

The Royal Academy of Dance reserves the right to alter these Terms and Conditions.