

**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 Registry by emailing registry@rad.org.uk. Please refer to Appendices 1 and 2 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 (with Qualified Teacher Status) (PGCE:DT)
 - BA (Hons) Ballet Education (BABE)
 - BA (Hons) Dance Education (including the Certificate of Higher Education: Dance Education and the Diploma of Higher Education: Dance Education) (BADE)
 - Professional Dancers' Postgraduate Teaching Certificate (PDPTC)*
 - 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)*

- Access Routes (through approved university partners)

*For the programmes 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.

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 Policy (<https://www.royalacademyofdance.org/teacher-training/policy-procedures/>).

- 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.

3.1 Withdrawals

3.1.1 Liability for tuition fees:

For new students on 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.

For students on programme:

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

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.

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

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 without evidence of extenuating circumstances:

MAE & PGCE:DT & BABE & BADE

If a student wishes to suspend their studies, they will need to apply within four weeks of the programme's start date of the relevant academic year.

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.

4 Withdrawal and Suspension procedure

- 4.1 A student wishing to suspend must request the relevant form from Registry and then arrange a meeting with their Programme Manager or National Office where relevant. The Programme Manager/National Office will advise the student on their options.
- 4.2 After the meeting, the student sends the withdrawal or suspension request form to Registry who will then determine student's tuition fee liability and, if appropriate, whether or not the student is entitled to any refund. The withdrawal or suspension request will be authorised by the Director of Education.
- 4.3 Registry advises the Library and the Finance Department of the withdrawing or suspending student and are 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.
- 4.4 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.
- 4.5 Tutors will be advised of the withdrawal/suspension by the relevant Programme Officer.
- 4.6 Once the withdrawal/suspension process has been completed, the student will be notified of the outcome by Registry in writing. The student's access to FoE Virtual Learning Environment (VLE) will be

suspended or removed. The withdrawal/suspension process should be completed within 20 working days after receipt of the signed form.

- 4.7 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.
- 4.8 Should there be any tuition fees outstanding, it is the Finance Department or the relevant National Office that collects the debt.
- 4.9 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

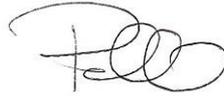
- 5.1 Students who do not continue their studies but do not comply with this policy by returning the signed and dated withdrawal form, will have their registration on programme terminated at the next appropriate Student Progress and Assessment Board or Board of Examiners. Achievements of any modules will be recorded by the Board.
- 5.2 For university-validated programmes the date of the programme termination will be the next appropriate Undergraduate and Postgraduate Student Progress and Assessment Board or Board of Examiners. For RAD-Awards 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

Phone: +44 (0)20 7326 8042
Email: Registry@rad.org.uk

Postal address:

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

Created	January 2009
Approved by the Finance and Resources Committee	19 May 2020
Reviewed by the Policy and Strategy Committee	12 May 2020
Ratified by the Education Sub-committee of the Board of Trustees of the Royal Academy of Dance	8 June 2020
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 2021

Appendix 1:

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 2:

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