

## **National Centre for Circus Arts Higher Education Fees Policy**

Key parts of this fees policy are reproduced in the terms and conditions document

### **1. Introduction**

- 1.1. It is important that you read this Fees Policy carefully as this sets out the National Centre for Circus Arts and your respective rights and obligations including circumstances in which sums paid to the National Centre for Circus Arts will be refunded. It also sets out the potential consequences if you fail to make payment, which includes the National Centre for Circus Arts' ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of fees and/or charges could result in the National Centre for Circus Arts taking legal action against you to recover outstanding amounts.

### **2. Course fees**

- 2.1. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes and books.

### **3. Fee levels and increases**

- 3.1. The annual levels of course fees for new students and any associated additional costs shall be set annually by the National Centre for Circus Arts and published on the relevant course pages on our website: <https://www.nationalcircus.org.uk/degree-diploma/further-information--higher-education/fees-and-funding>
- 3.2. For students paying Home / EU undergraduate fees who are new entrants to a course prior to 2016/17, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course. For other undergraduate students and all postgraduate students who are new entrant to a course prior to 2017/18, the course fee paid in your first year of study maybe increased in subsequent years, but this increase shall be in accordance with the RPI being the Retail Price Index.
- 3.3. For students paying Home / EU undergraduate fees who are new entrant to a course in 2016/17 or new entrant to a course in subsequent years, the course fees confirmed in your offer letter may be increased in further years of study by an inflationary amount determined in accordance with measures set by Government (currently the Office for Budget Responsibility forecast for RPI-X, being the retail price index, excluding mortgage inserts payments). Any such increased fees will not exceed the fee cap current in respect of the relevant period. For all other undergraduate students and for all postgraduate students who are new entrants to a course in 2017/18 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study but this increase shall be in accordance with the RPI being the Retail Price Index.

### **4. Payment of fees**

- 4.1. The full course fee for each year becomes payable on enrolment and at re-enrolment each year.
- 4.2. If you are intending to pay your course fee through a student loan, at or before enrolment (or re-enrolment for continuing students) you must provide written confirmation that you have been approved for a fee loan for the next year of study. Failure to do this means the National Centre for Circus Arts may require that you pay the first instalment of your fees yourself. The National Centre for Circus Arts reserves the right to prevent students from registering on courses until this first instalment is paid in full.

Effective from December 2016. Applicable to students enrolling in September 2020.  
(For earlier versions please contact [joanna@nationalcircus.org.uk](mailto:joanna@nationalcircus.org.uk)).

- 4.3. It is your responsibility to ensure that course and other fees and charges payable to the National Centre for Circus Arts are paid in accordance with the agreed instalment plan. If someone other than you makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment of the sums due until the National Centre for Circus Arts has received cleared funds.
- 4.4. For self-paying students, course fees are due for payment in 3 instalments over the year - 50% to be paid two weeks prior to the start of the year, 25% at the start of the second term and 25% at the start of the third term. Unless you have prior written agreement of National Centre for Circus Arts to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 4.5. Late or non-payment may negate any instalment plan for course fees, resulting in the full course fees owed being immediately payable.
- 4.6. Students who need to retake a year of the programme will be liable for fees for that year
- 4.7. You are advised, at the earliest opportunity, to inform the National Centre for Circus Arts of any variation to your situation, which may affect the payment of course, fees.

## 5. Course fees and withdrawal or intermission from the course

- 5.1. If you cease to be a student of the National Centre for Circus Arts, because for example, you withdraw or the National Centre for Circus Arts terminates your registration, or if you intermit from your course, you will still be liable for any course fees and/or other charges which are outstanding.
- 5.2. Fees charged will be calculated based upon the date the National Centre for Circus Arts is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission outlined at [http://www.nationalcircus.org.uk/docs/AppendixDIntermissio\\_1447175862.pdf](http://www.nationalcircus.org.uk/docs/AppendixDIntermissio_1447175862.pdf).
- 5.3. For students who withdraw or intermit, an adjustment to the termly course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of Termly Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
14 days prior to the start of term and up to 1 month after enrolment	0%
After 1 Month of Each Term	100%

- 5.4. Students who are in receipt of course fee loan funding from the relevant funding body (\*Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) should be aware that any reduction in tuition fees charged is notified directly to the relevant funding body.
- 5.5. Where you choose to leave or intermit your course during the academic session, your fees owed to the National Centre for Circus Arts will be re-calculated accordingly and you will be refunded any sums due to you. You will have no claim to a refund for fees charged for any period for which you are registered during that session.

## 6. Debts and re-enrolment

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- 6.1. If you do not pay course fees in accordance with these terms, the National Centre for Circus Arts reserves the right to withdraw your place on the course, and/or suspend or withdraw you from the course and/or to withhold awards until any fee debt is paid or cancelled.
- 6.2. Any student who has not paid their fees in full for one academic session cannot progress onto the next year of the programme.
- 6.3. Students may not be able to graduate if they owe any outstanding tuition fees to the National Centre for Circus Arts

## **7. Variations to terms for individual students**

- 7.1. Variations to these terms, including variations to instalment plans and arrangements or decisions in relation to student debts and student hardship, must be formally negotiated in writing by the Director of Finance or her/his nominated officer.

## **8. Further information**

- 8.1. If you have any questions regarding funding or fee payment, please contact the Admissions and Registry Manager, Joanna Gray ([joanna@nationalcircus.org.uk](mailto:joanna@nationalcircus.org.uk), tel. 020 7613 8244)