



## Conservatoire for Dance and Drama

### TERMS AND CONDITIONS ANNEX A Fees Policy for Students

*This Fees Policy applies to all undergraduate courses of the Conservatoire*

*This Fees Policy applies to all postgraduate courses of the Conservatoire except the following<sup>1</sup>:*

- *MA Professional Dance Performance delivered by Rambert School of Ballet & Contemporary Dance*

Key parts of this fees policy are reproduced in the Conservatoire Terms and Conditions (in particular, Section 10 'Fees and Costs').

#### 1. Introduction

1.1. It is important that you read this Fees Policy carefully as this sets out the respective rights and obligations of you, the Conservatoire for Dance and Drama and the Member School, including but not limited to circumstances in which sums paid to the Conservatoire and/or Member School will be refunded. It also sets out the potential consequences if you fail to make payment of Course fees, which includes the Conservatoire's ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of Course fees and/or non-academic charges could result in the Conservatoire and/or Member School taking legal action against you to recover outstanding amounts.

1.2. This Fees policy does not cover refunds and compensation under the Student Protection Plan<sup>2</sup>. Please see the [Conservatoire Refunds and Compensation Policy](#) for further information.

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<sup>1</sup> Please see <https://www.rambertschool.org.uk/> for further information on the MA Professional Dance Performance course.

<sup>2</sup> You can find both the Student Protection Plan (SPP) and the Conservatoire Refunds and Compensation Policy at <http://www.cdd.ac.uk/policies/student-related-policies/>.

## **2. Course fees**

- 2.1. Applicants who are offered a place on a Conservatoire course of study will be assessed by their School, in consultation with the Conservatoire as necessary, to determine their Course fee status, ahead of the offer being made. The fee status of the individual applicant will be confirmed at the point of offer, in the offer letter. Fee status will either be set as '**Home**' or '**Overseas**' in accordance with UK government criteria.
- 2.2. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as, for example, practice clothes, books, and specialised equipment (such as Cyr Wheels). Please see the relevant Course Summary Document for additional costs that you will be expected to pay, and additional costs that are non-compulsory but which you may wish to pay.

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

- 3.1. The annual levels of Course fees for students shall be set annually and published in the relevant Course Summary document. Course summary documents can be accessed via <http://www.cdd.ac.uk/courses/>.

### ***Associated additional Course costs***

- 3.2. Any associated additional costs shall be set annually by the Member School and published in the relevant course summary document. Course summary documents can be accessed via <http://www.cdd.ac.uk/courses/>.

### ***Students paying Home fees***

- 3.3. For students paying Home fees who are new entrants to a Conservatoire course of higher education in 2021/22 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter may be increased in further years of study by an amount determined in accordance with measures set by Government. Any such increased fees will not exceed the fee cap current in respect of the relevant period.
- 3.4. The above term applies to all students paying Home fees, whether you are funded via the Student Loans Company or an equivalent funding body, or you are self-funded.

### ***Students paying Overseas fees***

- 3.5 For students paying Overseas fees who are new entrants to a Conservatoire course of higher education in 2021/22 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter may be increased in further years of study but will not exceed 5% in any one year.

## **4. Course Deposits**

- 4.1. Some Conservatoire Schools require you to pay a Course Deposit. Where a School charges a Course Deposit, you will be required to pay either the full deposit amount or a proportion of that Course Deposit before or by the first day of enrolment to confirm the offer of a place on a course.

- 4.2. Course deposits are not normally refundable unless you exercise your right to cancel your contract under the Consumer Contract (Information, Cancellation and Additional Payments) Regulations 2013 within 14 days of the commencement of your contract with the Conservatoire.
- 4.3. Where a Member School charges a Course Deposit, this is covered by a set of overarching Conservatoire principles (set out in Table 1 below). The terms and conditions of each School's Course Deposit, including whether you need to pay a proportion of the Deposit or the full Deposit amount, and when this is due, is set out in their School Course Deposit Policy. This can be found on the School's website in the 'Policies and Procedures' section.
- 4.4. Where a Member School does not charge a deposit for any Courses of higher education, they will not have a Course Deposit Policy. For any queries regarding the Course Deposit, please contact the relevant Member School.
- 4.5. It is your responsibility to ensure that any Course Deposit is paid when due. This responsibility is yours regardless of your source of funding.
- 4.6. The relevant Member School will notify you of the amount (if any) of the Course deposit you are required to pay in advance of enrolment. This will be set out in your offer letter. The School may require you to pay an amount of the Course fee deposit in advance of commencing your contract with the Conservatoire.
- 4.7. The Conservatoire Principles governing School Course Deposits are set out in Table 1 below:

**Table 1 Conservatoire Principles governing School Course deposits**

- These Course Deposit Principles apply to all Conservatoire-registered students covered by this Fees Policy, regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.
- Each Member School that charges a Course Deposit sets out the terms and conditions of the Course Deposit in the School Course Deposit Policy. This can be found on the relevant School website in the 'Policies and Procedures' section.
- The amount a Member School will charge for a Course Deposit is set by the School, but will not exceed 33% of the full year's Course Fee of the first year of registration on the course, or £3083, whichever is the lower amount.
- A link to each School's Course Deposit amount, and each School's Course Deposit Policy, can be found in the relevant Course Summary Document.
- If they charge a Course Deposit, the relevant Member School will notify you in your letter formally offering you a place to study (your 'Offer Letter'), of the deadline by which the Course deposit must be paid. This will usually be in advance of you enrolling on the Course. Please see the School's Course Deposit Policy for further information, or contact the relevant Member School with any queries about the Course Deposit. Details of who to contact will be provided in your Offer Letter.

*[Table continues on next page]*

- The Course Deposit is fully refundable if you choose to exercise your right to cancel within the 14-day cooling period as outlined in Section 23 of the Terms and Conditions ('Your Right to Cancel within the first 14 days').

***Students in receipt of CDD Scholarship/Care Leavers' Bursary***

- If a student is assessed<sup>3</sup> by the Conservatoire and Member School as falling within the criteria as specified in the Conservatoire's Scholarship Scheme and/or the terms of the Care Leavers' Bursary, including (but not limited to) a low-income family as specified in the Conservatoire's Audition Fee Waiver Scheme, where a Member School charges successful applicants a Course fee deposit, none of the Course fee deposit will be required to be paid in advance. The first instalment of Course fees paid to the Conservatoire will act as the deposit for students who meet these criteria.

## **5. Payment of Course Fees**

- 5.1. The full Course fee for each year is due on enrolment and at re-enrolment each year, unless an alternative instalment plan has been agreed with the Conservatoire and Member School.
- 5.2. **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 relevant year of study.** Failure to do this may mean that the Conservatoire and Member School may require that you pay the first instalment of your fees yourself. The Member School reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.
- 5.3. It is your responsibility (and that of your parent / guardian / named responsible adult if you are under 18) to ensure that Course fees and other charges payable to the Conservatoire and the Member School 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 Conservatoire or Member School has received the requisite funds.
- 5.4. Where the Conservatoire and Member School exceptionally permit attendance whilst a Course fee instalment is outstanding, the period of attendance with outstanding fees will not normally exceed one month from the date that the instalment is due. Where an alternative instalment plan has not been agreed the Conservatoire and Member School reserve the right to suspend or withdraw the student in accordance with Section 9 of the Terms and Conditions for non-payment of fees.

### ***Schedule of payments for Course Fees***

- 5.5 Fees for Courses, while falling due on the first day after enrolment, are normally payable on a cycle of instalments that is varied according to the fee status of undergraduate students (e.g. whether they are assessed for 'home fees' and in receipt of government funding, or otherwise). Please see the table below (Table 2) for the schedule when payment of fees is due.

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<sup>3</sup> Applicants who are offered a place on a Conservatoire course of study will be assessed by their School, in consultation with the Conservatoire as necessary, to determine their fee status, ahead of the offer being made. The fee status of the individual applicant will be confirmed at the point of offer, in the offer letter.

**Table 2: Fee Payment Schedule**

<b>Fee Status</b>	<b>How much is due</b>	<b>When payments are due</b>
<b>Home fee status FUNDED</b>	Subject to the student meeting their obligations to the Student Loans Company (SLC) or equivalent UK funding body (eg SAAS), payments will be accepted according to the SLC's payment schedule.	
<b>Overseas fee status FUNDED</b>	Subject to the student meeting their obligations to their funding body (eg US Federal Student Aid), payments will be accepted in accordance with that funding body's payment schedule.	
<b>Home fee status SELF-FUNDED</b>	33% of the full year's fee	This instalment of course fees is <b>due in full</b> by 5pm no later than 14 calendar days after the date of your enrolment.
<b>and Overseas fee status SELF-FUNDED</b>	33% of the full year's fee	
		This instalment of fees is due on or by the first date of Term 2
	34% of the full year's fee	This instalment of fees is due on or by the first date of Term 3

***Students who are self-funding***

5.6. For self-funded students, Course fees are due for payment in 3 instalments over the year as set out in Table 2 above. Unless you have the prior written agreement of the Conservatoire and Member School to a different schedule of instalments, Course fees must be paid in accordance with this schedule of instalments.

5.7. Late or non-payment may result in your removal from any instalment plan for Course fees.

5.8. You must, at the earliest opportunity, inform the Conservatoire and Member School of any variation to your situation which may affect the payment of Course fees.

**6. Course fees and withdrawal or intermission from the course**

6.1. If you cease to be a student of the Conservatoire, because for example you withdraw or the Conservatoire 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.

6.2. Fees charged will be calculated based upon the date your Member School is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission. These will be governed by the academic regulations of the validating university.

6.3. For students who withdraw or intermit their studies, an adjustment to the annual Course fee will be calculated in accordance with Table 3 'Course Fee Liability if you withdraw or suspend studies':

<b>Table 3 Course Fee Liability if you withdraw or suspend studies:</b>		
<b>Fee Status</b>	<b>Withdrawal or suspension date</b>	<b>Course fee liability: what you will owe</b>
<b>All students covered by this Fees Policy, whether Home / Overseas fee status, and whether funded or self-funded</b>	Withdrawal of new student within induction week, prior to start of term's teaching, up to and including the end of week 2 of Term 1	0% of full year's fee  You may owe an amount of the Course Deposit, as stated in the relevant Member School's Course Deposit Policy
	Withdrawal on or after the first day of week 3, <b>Term 1</b>	33% of full year's fee
	Withdrawal on or after the first day of <b>Term 2</b>	66% of full year's fee
	Withdrawal on or after the first day of <b>Term 3</b>	100% of full year's fee

6.4. Students who are in receipt of course fee loan funding from a UK 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.

6.5. Where you choose to leave or intermit on your course during the academic session, your account with the Conservatoire and Member School 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.

## **7. Debts and re-enrolment**

7.1. If you do not pay Course fees in accordance with these terms, the Conservatoire and Member School reserve the right to:

- 7.1.1. cancel or withdraw your place on the course, and/or
- 7.1.2. suspend or withdraw you from the course, and/or
- 7.1.3. to withhold awards until any fee debt is paid or cancelled.

7.2. Any student who has not paid their Course fees in full for one academic session cannot progress onto the next year of the course.

7.3. Final year students may not be able to graduate if they have any outstanding Tuition (Course) fees owing to the Conservatoire and/or Member School.

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

- 8.1. 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. Each Member School will designate a nominated officer to oversee and manage such arrangements. The Conservatoire will negotiate any variations with you via the nominated officer in the School.

## **9. Further information**

- 9.1. If you have any questions regarding funding or fee payment, please contact a member of administrative staff (e.g. the Registrar or equivalent person) in your Member School. Relevant School staff contact details will be provided in the offer letter (the letter issued by the Member School at the point of the offer of a place to study on a Conservatoire course of study).