



## **Rambert School Fees Policy – (effective from January 2017) - Applicable to undergraduate students enrolling in September 2019**

Key parts of this fees policy are reproduced in the terms and conditions in the [Student Policy Handbook](#).

### **1. Introduction**

- 1.1. It is important that you read this Fees Policy carefully as this sets out Rambert School and your respective rights and obligations including but not limited to circumstances in which sums paid to Rambert School will be refunded. It also sets out the potential consequences if you fail to make payment, which include Rambert School's 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 Rambert School 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, books, and the cost of producing headshots for display in the final year.

### **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 Rambert School and published at <http://www.rambertschool.org.uk/courses/fees-finance/>
- 3.2. For students paying Home / EU undergraduate fees who are new entrants to a course prior to 2017/18, 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 entrants to a course prior to 2017/18, the course fee paid in your first year of study may be increased in subsequent years of study.
- 3.3. For students paying Home / EU undergraduate fees who are new entrants to a course in 2017/18 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 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 interest 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.

#### **4. Deposits**

- 4.1. Rambert School requires you to pay a deposit within 2 weeks of the offer date to confirm acceptance of the offer and a place on a course. Course fee deposits are only refundable once all fees for the first year of study have been paid, 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 conclusion of your contract with Rambert School.
- 4.2. It is your responsibility to ensure that any deposit is paid when due.

#### **5. Payment of fees**

- 5.1. The full course fee for each year becomes payable on enrolment and at re-enrolment each year.
- 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 next year of study. Failure to do this may result in you having to pay the first instalment of your fees yourself. Rambert School reserves the right to refuse to register a student on a course until this first instalment is paid in full.
- 5.3. It is your responsibility to ensure that course and other fees and charges payable to Rambert 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 Rambert School has received cleared funds.
- 5.4. For self-paying students, course fees are due for payment in 3 instalments over the year - 34% on the first day of the first term, 33% on the first day of the second term and 33% on the first day of the third term. Unless you have the prior written agreement of Rambert School to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 5.5. Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.6. You are advised to inform Rambert School, at the earliest opportunity, 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 Rambert School, because, for example, you withdraw or Rambert School 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 Rambert School is formally informed of the change in registration. For more details on the formal procedures for withdrawal or intermission please contact the Head of Admissions, Registry and Student Support.

6.3. For students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of annual course fee charged (please note, however, that the value of your course fee deposit is not refundable)
September- October	0%
1 <sup>st</sup> October – 1 <sup>st</sup> December	33%
2 <sup>nd</sup> December – 1 <sup>st</sup> March	67%
1 <sup>st</sup> March – 21 <sup>st</sup> July	100%

6.4. 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.

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

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

7.3. Final year students may not be able to graduate if they owe any outstanding tuition fees to Rambert 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 by the Head of Admissions, Registry & Student Support or her/his nominated officer.

## **9. Further information**

9.1. If you have any questions regarding funding or fee payment, please contact the Head of Admissions, Registry & Student Support.