



Course Deposit Policy

Introduction

- 1.1 Rambert School is a Member School of the Conservatoire for Dance and Drama. The Conservatoire for Dance and Drama is the registered Higher Education Provider with the Office for Students.
- 1.2 This Rambert School Course Deposit Policy ('this Policy' or 'the Policy') is published in accordance with the Conservatoire for Dance and Drama's Course Deposit Policy Framework, and forms part of the [Conservatoire's Fees Policy](#) (Annex A of the [Conservatoire Terms and Conditions](#)) for students beginning a Conservatoire course of study with the Conservatoire from September 2021 onwards.

2. Scope of this Policy

- 2.1 The Scope of this Policy is limited to Course Deposits for Conservatoire Courses of Higher Education delivered by Rambert School.
- 2.2 Where a Member School charges course deposits for courses delivered by the School that are not Courses of Higher Education ('other School course deposits'), these deposits do not fall under the scope of this Policy. Please see <https://www.rambertschool.org.uk/courses/undergraduate-courses/fdba-degree/> for where to find relevant information on other School course deposits.
- 2.3 It is the decision of each Member School of the Conservatoire with regard to whether or not a Course Deposit applies to a Course of Higher Education.
- 2.4 Where a Course Deposit applies, it is the decision of each Member School of the Conservatoire to determine:
- 2.4.1 the Course Deposit amount (which may differ between Courses);
 - 2.4.2 the schedule of payments and date by which all or part of a Course Deposit is due.
- 2.5 All School Course Deposits that apply to a Conservatoire Course of Higher Education will be set in accordance with the Conservatoire Course Deposit Principles (see Section 3 of this Policy and also Table 1 of the [Conservatoire's Fees Policy](#), Annex A of the [Conservatoire Terms and Conditions](#)).

3. Conservatoire for Dance and Drama Course Deposit Principles

3.1 The Conservatoire for Dance and Drama Course Deposit Principles apply to all Member School Course Deposit Policies for Conservatoire Courses of Higher Education, and therefore these Principles apply to this Policy. These are agreed Principles established by the Conservatoire, and are published in Table 1 of the [Conservatoire's Fees Policy](#) (Annex A of the [Conservatoire Terms and Conditions](#)).

3.2 In accordance with the Conservatoire Course Deposit Principles:

3.2.1 The Rambert School Course Deposit Policy applies to all Rambert School students covered by the Conservatoire Fees Policy (starting a course on or after September 2021), regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.

3.2.2 The terms and conditions of all Course Deposits charged by Rambert School for a Course of Higher Education are set out in this Policy.

3.2.3 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 £3,083, whichever is the lower amount.

3.2.4 A link to the relevant Course Deposit amount can be found in the relevant Course Summary Document. The relevant School webpages containing Course Summary Documents for each Conservatoire Course of Higher Education can be found via the following link: <http://www.cdd.ac.uk/courses/>

3.2.5 If a Course Deposit is charged by Rambert School, the School will notify a successful applicant in the letter formally offering them a place to study (the **'Offer Letter'**) of the deadline by which the Course Deposit must be paid. This will usually be in advance of the student enrolling on the Course. Please see this Policy for further information about the Course Deposit and contact judy.bowden@rambertschool.org.uk with any queries.

3.2.6 Details of who to contact with any queries regarding the Course Deposit will also be provided in the Offer Letter.

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

[cont...]

Students in receipt of CDD Scholarship/Care Leavers' Bursary

- 3.2.8 If a student is assessed¹ 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 Deposit, none of the Course Deposit will be required to be paid.

4. Terms and Conditions of Rambert School Course Deposits

How a Course Deposit can be paid

- 4.1 Details of how to pay the Course Deposit will be set out in the Offer Letter to successful applicants who are offered a place on the relevant Course.

Payment deadlines

- 4.2 Rambert School will notify successful applicants who are offered a place on a Course of Higher Education delivered by Rambert School of any Course Deposit amount required to be paid in advance of enrolment. This information will be provided in the Offer Letter offering a place on the Course.

- 4.3 The deposit in your Offer Letter must be paid when you accept your offer and no later than 30 days from the date of the offer. The offer is not confirmed as being accepted until the deposit has been paid and the School has written to confirm your acceptance of the place on the Course. In cases of financial hardship that do not meet the criteria of the course deposit waiver as detailed in section 5 below please do contact Head of Admissions (judy.bowden@rambertschool.org.uk) to discuss your personal circumstances.

Implications of non-payment of the Course Deposit by the due date

- 4.4 If you fail to pay the required deposit amount(s) by the stated deadline(s), your offer may sufficient grounds exist to extend the normal deadline.be withdrawn.

If you are having difficulty meeting the deposit deadline, please contact judy.bowden@rambertschool.org.uk. An extension to the payment deadline may be considered, at the discretion of the School, where the School is satisfied that sufficient grounds exist to extend the normal deadline.

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 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.

Course Deposits for Overseas Students

4.5 The deposit due from overseas students will be detailed in the Offer Letter and should be paid within 30 days of the date on the Offer Letter. The offer is not formally accepted until the Course Deposit has been paid and the School has written to confirm your acceptance of the place on the Course. The amount of Course Deposit will be noted on the Confirmation of Acceptance for Studies letter as 'course fees paid to date'.

Course Deposit payment amounts

4.6 Course Deposit amounts for Courses delivered by Rambert School can vary. Please see the relevant Course Summary Document, which sets out whether a Course Deposit applies to that Course and if so what the Course Deposit amount for the intake year is. The Course Deposit amount will also be set out in the Offer Letter to successful applicants offering them a place on the Course.

4.7 Course Deposit amounts may be increased or decreased for the following year of entry but will not exceed the maximum amount set out in the Conservatoire's Course Deposit Principles (see Section 3 of this Policy).

Course Deposit payment schedule

4.8 Rambert School expects the course fee deposit to be paid in full 30 days from the date of offer of a place on a course at Rambert School. The amount of deposit due will be in your Offer Letter and is also published in the relevant Course Summary Document.

4.9 Where a Course Deposit applies to a Course of Higher Education, it is the decision of each Member School of the Conservatoire to determine the Course Deposit amount, which may differ between Courses, and the schedule of payments and date by which all or part of a Course Deposit is due. The precise amount in £sterling can be found in the relevant Course Summary Document for each course. Course Summary Documents can be located on each School's website, which can be accessed via <http://www.cdd.ac.uk/courses/>.

5. School Course Deposit Waivers

5.1 The Course Deposit will be due unless you meet the criteria in section 5.2 below.

5.2 In accordance with the Conservatoire Course Deposit Principles (see earlier in this policy), where a Course Deposit applies but the applicant has been assessed 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, none of the Course Deposit will be required to be paid. The first instalment of Course fees paid to the Conservatoire will act as the deposit for students who meet these criteria.

6. Course Deposit Refunds

6.1 Course Deposit Refunds will only be considered for any reason within the 14 days after an offer has been made or if a student has a visa application refused, see section 6.1.3 below. All applications for course fee deposit refunds should be made in writing to Head of Admissions at judy.bowden@rambertschool.org.

Deadline for requesting a Course Deposit Refund

6.1.1 Requests for Course Deposit Refunds should be made at the earliest opportunity by emailing the Head of Admissions at judy.bowden@rambertschool.org.uk.

6.1.2 Applicants requesting a Course Deposit Refund for any reason within 14 days after the Course Deposit payment date will be refunded in full.

6.1.3 For overseas students, Course Deposit Refund requests received more than 14-days after the course deposit payment date will only be considered if the applicant's Student Visa has been refused.

Supporting evidence must be provided within 14 days from the date of the visa refusal in order for a request to be considered. Such evidence should consist of a copy of official documentation establishing that the relevant conditions have not been met e.g. confirmation from UKVI regarding Student Visa refusal, or confirmation from the relevant English Language Test Centre where English Language requirements have not been met.

6.2 ***Course Deposit Refund Eligibility*** Applicants whose Student Visa application is rejected due to fraudulent documentation or due to conditions which the applicant could reasonably have foreseen will not be eligible for a refund.

6.3 Where an application is found to be false, fraudulent and misleading resulting in either the withdrawal of an offer in accordance with the [Conservatoire Admissions Policy](#), or under the Non-Academic Misconduct Policy and Procedures if a student has already enrolled, the Course Deposit or any portion thereof that has already been paid to the School will not normally be refunded to the applicant/student.

6.4 In the unlikely event that the Course is cancelled, a full refund of the Course Deposit will be made.

Course Fee Deposit Repayment

6.5 If a Course Deposit is to be repaid, Rambert School will offset the Course Deposit against the Term 3 fees due in the first year of study for self-funding students. For students who are funding tuition fees via the Student Loans Company, the Course Deposit will be refunded to the bank details provided by the student at the start of Term 3. The Course Fee Deposit is only due at point of offer for the first year of study at Rambert School, and will be offset against fees due in Term 3 of the first year of study for self-funding students and refunded to students whom have funded their tuition fees via the Student Loans Company at the start of Term 3, in the first year of study, into a bank account nominated

by the student. If a student does not pay their fees for the entire first year of study for whatever reason, their deposit is not repaid.

7. Complaints

- 7.1 Complaints or queries about a Course Deposit by applicants or individuals who are not registered with the Conservatoire for Dance and Drama and enrolled on a Course of Higher Education should be raised directly with the School, by email to the Head of Admissions at judy.bowden@rambertschool.org.uk

- 7.2 Complaints about a Course Deposit by students who are registered with the Conservatoire for Dance and Drama and enrolled on a Course of Higher Education with Rambert School may be raised using the [Conservatoire Student Complaints Procedure](#). The complaint should be raised at the earliest opportunity and in any case in respect of submitting a formal Stage Two Complaint no later than three months from the complainant being aware of the incident/sequence of events giving rise to the complaint. Only exceptionally and at the discretion of the Conservatoire Academic Registrar or nominee will a complaint raised after this deadline be considered.