



## RAMBERT SCHOOL OF BALLET & CONTEMPORARY DANCE

### FOUNDATION DEGREE / BA HONS TOP UP DEGREE

New Entrants from September 2022

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

*This Fees Policy is Annex A to the Terms and Conditions and forms part of the contract between students and Rambert School of Ballet & Contemporary Dance for the following undergraduate Courses:*

- *Foundation Degree Ballet & Contemporary Dance*
- *BA Hons (Top up) Degree Ballet & Contemporary Dance*

*Key parts of this fees policy are reproduced in the above Rambert School of Ballet & Contemporary Dance Terms and Conditions (in particular, Section 10 'Fees and Costs').*

*This Fees Policy does not apply to any other courses, including other courses of higher education delivered by Rambert School of Ballet & Contemporary Dance.*

*Please read this Fees Policy carefully. Particularly important terms relating to this Fees Policy are highlighted in bold.*

#### 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, Rambert School of Ballet & Contemporary Dance ("the School" or "Rambert School"), and (if applicable) the Conservatoire for Dance and Drama ("the Conservatoire"), including but not limited to circumstances in which sums paid to Rambert School of Ballet & Contemporary Dance and/or the Conservatoire will be refunded.

1.2. This Fees Policy also sets out the potential consequences if you fail to make payment of Course fees, which includes the School'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 Rambert School and, if applicable, the Conservatoire, taking legal action against you to recover outstanding amounts.

- 1.3. **Rambert School of Ballet & Contemporary Dance is currently a Member School of the Conservatoire for Dance and Drama, but is seeking self-registration as an independent Higher Education Provider with the Office for Students, with plans to end its membership of the Conservatoire by 1 August 2022. Whilst Rambert School is a Member School of the Conservatoire for Dance and Drama, the Conservatoire's policies and procedures apply, including the Conservatoire Refunds and Compensation Policy and Student Protection Plan.**
- 1.4. **In the event that Rambert School of Ballet & Contemporary Dance becomes independently registered with the Office for Students and ceases to be a Member School of the Conservatoire for Dance and Drama, the Student Protection Plan of the Conservatoire for Dance and Drama will cease to apply to students registered with Rambert School, and the School will have a Student Protection Plan that will apply.**
- 1.5. This Fees policy does not cover refunds and compensation under the Conservatoire Student Protection Plan<sup>1</sup>. Please see the [Conservatoire Refunds and Compensation Policy](#) for further information, or in the event that Rambert School of Ballet & Contemporary Dance becomes independently registered with the Office for Students and ceases to be a Member School of the Conservatoire for Dance and Drama, please see the School's equivalent policy.

## 2. Course fees

- 2.1. Applicants who are offered a place on the Foundation Degree or the BA Hons (Top Up) Degree will be assessed by the School, in consultation as necessary and applicable with the Conservatoire, 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. Applicants who are determined as 'Overseas' fee status will be required to comply with any applicable necessary visa requirements, including, as applicable, proof of funds. Please contact [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk) with any queries on Visa and immigration requirements for either of these undergraduate Courses.
- 2.2. **Course fees include: tuition, course materials, learning resources and assessment costs, and are set out in the relevant Course Summary document for the Foundation Degree / BA Hons (Top Up) Degree.**
- 2.3. Course fees for the Foundation Degree and the BA Hons (Top Up) Degree do not include some personal materials, such as clothing, shoes etc. You should look on the relevant Course Summary Document for your course for more information on additional costs.

## 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 <https://www.rambertschool.org.uk/courses/undergraduate-courses/fdba-degree/>.

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<sup>1</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/>.

- 3.2. Students on either the Foundation Degree or BA Hons (Top Up) Degree who intermit their studies and return in a new academic year that falls outside the normal two-year registration period with tuition for this Course, are charged at the same rate as new students in the year they return. This may lead to an increase in the amount you are required to pay overall for the Course fees. Where a student returns from intermitting their studies with no tuition outstanding, there will not be any increase in any outstanding Course fees.**
- 3.3. In the event of failure by a student to pass a part of the Course that requires reassessment, there will be no fees for reassessment. However, where reassessment requires additional tuition beyond the normal two-year period of registration, additional Course fees will be charged (see clause 3.4 below).
- 3.4. In the event that reassessment leads a student to exceed the normal period of registration for their Course, and where that reassessment necessitates further tuition for this Course, students will be charged at the same rate as new students in the year they return pro-rated on a termly or half termly basis, subject to the period during which tuition is required. Where reassessment does not necessitate any tuition, there will be no increase in any outstanding Course fees.**
- 3.5. In the event that reassessment leads a student to exceed the normal period of registration for their Course, and where that reassessment necessitates further tuition for the Course, the School will issue a new fee payment schedule to the student for the additional period of registration.

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

- 3.6. Any associated additional course costs for the Foundation Degree or BA Hons (Top Up) Degree shall be set annually by Rambert School of Ballet & Contemporary Dance and published in the relevant course summary document. The course summary documents can be accessed on the School website at the following link: <https://www.rambertschool.org.uk/courses/undergraduate-courses/fdba-degree/>.

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

- 3.7. For students paying Home fees for the Foundation Degree who are new entrants to a Course of higher education with Rambert School in 2022/23 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter are fixed for the normal two-year duration of the course. However, if your registration exceeds the normal two-year period, there may be an increase in fees in subsequent years.
- 3.8. For students paying Home fees for the BA Hons (Top Up) Degree who are new entrants to a Course of higher education with Rambert School in 2022/23 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter are fixed for the normal one-year duration of the course. However, if your registration exceeds the normal one-year period, there may be an increase in fees in subsequent years.
- 3.9. 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.
- 3.10. Please see Conditions 3.1-3.4 for further information on fee increases.

### **Students paying Overseas fees**

- 3.11. For students paying Overseas fees for the Foundation Degree who are new entrants to the Course in 2022/23 or new entrants to the Course in subsequent years, the Course fees confirmed in your offer letter are fixed for the normal two-year duration of the course. However, if your registration exceeds the normal two-year period, there may be an increase in fees in subsequent years.
- 3.12. For students paying Overseas fees for the BA Hons (Top Up) Degree who are new entrants to the Course in 2022/23 or new entrants to the Course in subsequent years, the Course fees confirmed in your offer letter are fixed for the normal one-year duration of the course. However, if your registration exceeds the normal one-year period, there may be an increase in fees in subsequent years.
- 3.13. The above term applies to all students paying Overseas fees, whether you are in receipt of funding for this Course or whether you are self-funded.
- 3.14. Please see Conditions 3.1-3.4 for further information on fee increases.

## **4. Course Deposits**

- 4.1. Rambert School requires you to pay a Course Deposit for the Foundation Degree and for the BA (Hons) Top Up Degree. Where the 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 School (and, if applicable, the Conservatoire).
- 4.3. Where a Member School of the Conservatoire 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 Rambert 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 the Rambert School Course Deposit Policy. This can be found on the School's website in the ['Policies and Procedures'](#) section.
- 4.4. For any queries regarding the Course Deposit, please contact [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk).
- 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. Rambert 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.
- 4.7. The Conservatoire Principles governing Rambert School Course Deposits are set out in Table 1 below. These Principles were developed together with all Member Schools of the Conservatoire, including Rambert School. In the event that Rambert School leaves the Conservatoire and becomes a registered Higher Education Provider with the Office for Students, these principles will continue to apply for the duration of your contract, but the scholarships and bursaries currently operated by the Conservatoire will be replaced by Rambert School scholarships and bursaries. The [Rambert School Course Deposit Policy](#) may reflect this change.

**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.
- 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>2</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 Rambert School of Ballet & Contemporary Dance.

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<sup>2</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.

- 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 Rambert School of Ballet & Contemporary Dance may require that you pay the first instalment of your fees yourself. The 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 to ensure that Course fees and other charges payable to Rambert School of Ballet & Contemporary Dance 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 School (or, if applicable, the Conservatoire) has received the requisite funds.
- 5.4. **Where the School exceptionally permits 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 School reserves the right to suspend or withdraw you in accordance with Section 8 of the Terms and Conditions ('Termination of contract and enrolment') 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 students registered on the MA Dance Research for Professional Practitioners (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.

<b>Table 2: Fee Payment Schedule</b>		
<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>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</b>		
<b>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 can be paid, by agreement, in 3 instalments over the year as set out in table 1 above. Unless you have the prior written agreement of Rambert School of Ballet & Contemporary Dance 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 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 Rambert School of Ballet & Contemporary Dance, because for example you withdraw or the 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 of Ballet & Contemporary Dance 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 2 '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
	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 Rambert School of Ballet & Contemporary Dance and, if applicable, the Conservatoire, 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 of Ballet & Contemporary Dance and the Conservatoire 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 Rambert School of Ballet & Contemporary Dance and/or the Conservatoire.

## **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. Rambert School of Ballet & Contemporary Dance has a nominated officer to oversee and manage such arrangements. Any variations to these terms will be negotiated with you via the nominated officer in the School. Please contact [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk) with any queries in the first instance.

## **9. Further information**

- 9.1. If you have any questions regarding funding or fee payment, please contact a member of administrative staff in Rambert School of Ballet & Contemporary Dance. Relevant School staff contact details will be provided in the Offer Letter (the letter issued by the School at the point of the offer of a place to study on either the Foundation Degree or BA Hons (Top Up) Degree as applicable.