

## Course Deposit Policy

**Applicable to applicants and students starting an undergraduate Course of higher education from September 2024**

<b>Policy owner:</b>	Rambert School Senior Management Team
<b>Lead contact:</b>	Academic Registrar & Head of Compliance
<b>Audience:</b>	Applicants for Rambert School Courses of higher education/students/staff
<b>Approving body:</b>	Rambert School Executive Action Group
<b>Date approved:</b>	October 2023
<b>Policy Implementation date:</b>	This policy takes effect from September 2024
<b>Supersedes:</b>	Course Deposit Policy (applicable to applicants and students starting an Undergraduate course from September 2023)
<b>Previous approved version(s) dates:</b>	October 2021
<b>Review cycle:</b>	Annually
<b>Next review due date:</b>	July 2024
<b>Related Statutes, Ordinances, General Regulations</b>	Validating University Academic Regulations
<b>Related Policies, Procedures and Guidance:</b>	Foundation Degree Terms & Conditions; BA Hons (Top Up) Terms & Conditions; Undergraduate Fees Policy (Annex A to Terms & Conditions); Student Protection Plan, Student Complaints Procedure; Refunds and Compensation Policy
<b>UK Quality Code reference:</b>	Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals
<b>OfS Conditions reference:</b>	Condition C1, C2, C3
<b>Equality and Diversity Considerations:</b>	Policy should be available in accessible format for all students. Additional support as reasonable adjustments can be offered to applicants to assist with understanding the terms and conditions contained within this policy.
<b>Date Equality and Diversity Assessment Completed:</b>	September 2023
<b>Further information:</b> <p>This Policy sets out the terms and conditions governing Course Deposits for undergraduate students. This policy should be read alongside the Undergraduate Fees Policy (Annex A to the Foundation Degree Terms &amp; Conditions, and to the BA Hons (Top Up) Terms &amp; Conditions.</p> <p>Any queries relating to this policy should be addressed to the Academic Registrar &amp; Head of Compliance.</p>	

# RAMBERT SCHOOL

## Course Deposit Policy

Applicable to applicants and students starting an  
undergraduate Course of higher education from September 2024

### Contents

<b>1. Introduction .....</b>	<b>2</b>
<b>2. Scope of this Policy .....</b>	<b>3</b>
<b>3. Rambert School Course Deposit Principles .....</b>	<b>3</b>
<b>Table 1 Rambert School Principles governing Course Deposits .....</b>	<b>3</b>
<b>4. Terms and Conditions of Rambert School Course Deposits .....</b>	<b>4</b>
How a Course Deposit can be paid .....	4
Payment deadlines.....	4
Implications of non-payment of the Course Deposit by the due date .....	5
Course Deposits for Overseas Students .....	5
Course Deposit payment amounts .....	5
Course Deposit payment schedule.....	5
<b>5. School Course Deposit Waivers.....</b>	<b>5</b>
Requests for consideration of personal circumstances.....	6
<b>6. Course Deposit Refunds .....</b>	<b>6</b>
Deadline for requesting a Course Deposit Refund.....	6
Course Deposit Refund Eligibility .....	7
Course Deposit Repayment .....	8
<b>7. Complaints.....</b>	<b>8</b>

---

## 1. Introduction

- 1.1 Rambert School of Ballet & Contemporary Dance is an independent Higher Education Provider registered with the Office for Students from August 2022 onwards.
- 1.2 This Rambert School Course Deposit Policy ('this Policy' or 'the Policy') forms part of the Rambert School [Undergraduate Fees Policy \(2024 entry\)](#) ([Annex A of the Rambert School Foundation Degree Terms and Conditions](#) and [BA \(Hons\) Top Up Degree Terms and Conditions](#)) for students beginning a course of study with the School from September 2024 onwards. This Policy should therefore be read in conjunction with these documents (please see in particular Section 4 of the [Undergraduate Fees Policy \(2024 entry\)](#)).

## 2. Scope of this Policy

- 2.1 The Scope of this Policy is limited to Course Deposits for Courses of Higher Education delivered by Rambert School from September 2024 onwards.
- 2.2 Where Rambert 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/policies-and-procedures/> for where to find relevant information on other School course deposits.
- 2.3 It is the decision of Rambert School with regard to whether or not a Course Deposit applies to any of its Courses of Higher Education.
- 2.4 Where a Course Deposit applies, it is the decision of Rambert School 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 Rambert School Course of Higher Education will be set in accordance with the Rambert School Course Deposit Principles (see Section 3 of this Policy).

## 3. Rambert School Course Deposit Principles

- 3.1 Rambert School has a set of principles that govern how the School manages Course Deposits. These are set out in Table 1 below:

Table 1 Rambert School Principles governing Course Deposits
<ul style="list-style-type: none"><li>• These Course Deposit Principles apply to all registered students of Rambert School covered by the <a href="#">Undergraduate Fees Policy</a> relevant to their year of entry onto a Course of higher education with Rambert School, regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.</li><li>• The amount Rambert School will charge for a Course Deposit is set by the School. For 2024 entry, the maximum Course Deposit amount is set at £1,000 but this amount may vary depending on the Course. Please see Section 4 of this Policy for further details about payment of the Course Deposit.</li><li>• A link to each Course Deposit amount can be found in the relevant <a href="#">Course Summary Document</a>.</li><li>• Internal applicants to the BA Hons (Top Up) Degree who have or are in the process of completing the Foundation Degree with Rambert School will normally be given access to a Fast Track application process. For internal applicants to the BA Hons (Top Up) Degree Course who undergo the fast-track application, the Course Deposit for the BA Hons (Top Up) Degree Course will be waived. <i>[Cont...]</i></li></ul>

- Where a Course Deposit is charged, Rambert 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 contact [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk) with any queries or concerns 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 the Terms and Conditions (see Section: 'Your Right to Cancel within the first 14 days').

***Students in receipt of Application Fee Waiver and/or Rambert School Care Experienced Student/Estranged Student Bursary***

- Where a student:
  - has a household income of £25,000 or less, and/or
  - qualifies for the Care Experienced Student/Estranged Student Bursary, and/or
  - the School judges that they have compelling personal circumstances
 none of the Course deposit will be required to be paid in advance. The first instalment of Course fees paid to Rambert School will act as the deposit for students who meet these criteria.

3.2 In accordance with the Rambert School Course Deposit Principles:

- 3.2.1 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 Rambert School Course of Higher Education can be found via the following link:  
<https://www.rambertschool.org.uk/courses/policies-and-procedures/>
- 3.2.2 Details of who to contact with any queries or concerns regarding the Course Deposit will also be provided in the Offer Letter.

## **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.
- 4.4 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 the Head of Admissions ([admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk)) to discuss your personal circumstances.

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

- 4.5 If you fail to pay the required deposit amount(s) by the stated deadline(s), your offer may be withdrawn. If you are having difficulty meeting the deposit deadline, please contact [admissions@rambertschool.org.uk](mailto:admissions@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.

#### *Course Deposits for Overseas Students*

- 4.6 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*

- 4.7 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.
- 4.8 Course Deposit amounts will not exceed the maximum amount set out in Rambert School's Course Deposit Principles (see Section 3 of this Policy).

#### *Course Deposit payment schedule*

- 4.9 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.
- 4.10 Where a Course Deposit applies to a Course of Higher Education, Rambert School determines 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 for each Rambert School Course of Higher Education can be found via the following link: <https://www.rambertschool.org.uk/courses/policies-and-procedures/>.

## **5. School Course Deposit Waivers**

- 5.1 In accordance with the Rambert School Course Deposit Principles, the Course Deposit will be due as stated in Section 4.3 of this Policy **unless the following circumstances apply:**

- 5.1.1 Applicants have a household income of £25,000 or less;
- 5.1.2 The School determines that the student should be given a Care Experienced Student/Estranged Student Bursary award;
- 5.1.3 The applicant is an internal applicant to the BA Hons (Top Up) Degree Course who has completed, or is in the process of completing, the Foundation Degree with Rambert School.
- 5.1.4 The School is satisfied that compelling personal circumstances exist to warrant a waiver of the Course Deposit (see below).

### *Requests for consideration of personal circumstances*

- 5.2 If payment of the Course Deposit will cause financial hardship and prevent an applicant from being able to accept the School's offer of a place on a Course, but none of the above criteria for the Course Deposit to be waived are met, applicants should contact [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk) with an outline of their personal circumstances and a request for consideration of these.
- 5.3 Such requests will normally be considered by the Head of Admissions, Registry & Student Support together with the Chief Executive, Principal & Artistic Director and/or the Chief Financial Officer, and reasonable adjustments will be made where they are satisfied that the applicant's circumstances warrant an adjustment to the normal Course Deposit requirements. Such adjustments may include, for example, an agreed schedule of staggered payments, or in exceptional circumstances, a full waiver of the Course Deposit.

## **6. Course Deposit Refunds**

- 6.1 Course Deposit Refund requests will only be considered if they are received by Rambert School in the following circumstances, either:
  - **within the 14 day pre-contractual cooling period (pre-enrolment), or**
  - **within the 14 days after the Course Deposit payment date, or**
  - **if an applicant has a visa application refused, see section 6.2.4 below.**

All applications for course fee deposit refunds should be made in writing to Head of Admissions at [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk). Please see Section 6.3 for further details on eligibility for a Course Deposit refund.

### *Deadline for requesting a Course Deposit Refund*

- 6.2 Requests for Course Deposit Refunds should be made at the earliest opportunity by emailing the Head of Admissions at [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk).
  - 6.2.1 Applicants requesting a Course Deposit Refund for any reason within the 14 day pre-contractual cooling period (pre-enrolment) will be refunded in full.
  - 6.2.2 Applicants requesting a Course Deposit Refund for any reason within 14 days after the Course Deposit payment date will be refunded in full, minus any deductions for the performance of services that the School has begun.
  - 6.2.3 Requests received after this deadline of 14 days after the Course Deposit payment date may not be considered.



6.2.4 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 and sufficient supporting evidence is provided (please see 6.2.4.1 below).

6.2.4.1 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.

### *Course Deposit Refund Eligibility*

6.3 Applicants may request a refund of the Course Deposit if:

6.3.1 **they exercise their right to cancel the contract within the 14-day pre-enrolment cooling period** (see Section 22 of the Foundation Degree Terms and Conditions or BA Hons (Top Up) Degree Terms and Conditions - 'Your Right to Cancel');

6.3.2 **they request a refund within 14 days of the Course Deposit payment date, provided that the Course Deposit was paid on time by the stated deadline and/or in accordance with any schedule of payments agreed in writing by the School;**

6.3.3 **they are an Overseas applicant whose Student Visa application has been refused subject to specific conditions being met** (see 6.5 below).

6.4 Requests for a partial or full Course Deposit refund made that do not fall within the above criteria set out in Section 6.2 above will not normally be granted.

6.5 Overseas applicants whose Student Visa application has been refused may request a refund of the Course Deposit outside of the stated deadlines set out in Section 6.1 above, however there are other conditions that must be met for a refund to be considered. Please see Section 6.2.4 and Section 6.2.4.1 of this Policy for further information.

6.6 Overseas 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 Course Deposit refund.

6.7 Where an application is found to be false, fraudulent and misleading resulting in either the withdrawal of an offer in accordance with the [Undergraduate 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.

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

### *Post-enrolment cancellation and contractual 'cooling period'*

6.9 In addition to the statutory 'pre-enrolment' contractual cooling period (as set out in the Foundation Degree Terms & Conditions and BA (Hons) Terms & Conditions Condition

22 'Your Right to Cancel'), Rambert School has a post-enrolment contractual cooling period that allows students to withdraw from their Course up to and including the end of Week 2 of Term 1 without incurring any tuition fee liability.

- 6.10 This notwithstanding, if a student withdraws within the post-enrolment contractual cooling period the Course Deposit is not normally refundable, and the School may deduct any outstanding Deposit amount from tuition fees in light of the substantial financial loss it will incur as a result of the withdrawal.

### *Course Deposit Repayment*

- 6.11 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.
- 6.12 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.
- 6.13 The Course Deposit is only due at point of offer for the first year of study at Rambert School. If a student does not pay their fees for the entire first year of study for whatever reason, their Course Deposit is not repaid unless they meet one of the criteria set out in 6.2 above.

## **7. Complaints**

- 7.1 Complaints or queries about a Course Deposit by applicants or individuals who are not registered and enrolled on a Course of Higher Education with Rambert School should be raised directly with the School, by email to the Head of Admissions at [admissions@rambertschool.org.uk](mailto:admissions@rambertschool.org.uk). Formal complaints from applicants will normally be dealt with under the [Admissions Appeals and Complaints Policy & Procedure](#).
- 7.2 Complaints about a Course Deposit by students who are registered with Rambert School from September 2024 onwards may be raised using the [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.
- 7.3 Only exceptionally and at the discretion of the Principal of Rambert School or their nominee will a complaint raised after the three-month deadline be considered.
- 7.4 Complaints raised by third parties on behalf of an applicant regarding a Course Deposit will not normally be considered, although consideration will be given to the individual applicant's circumstances (eg where they are under 18 years of age the School may, with the express written permission of the applicant, deal directly with a third party in resolution of the complaint).
- 7.5 Complaints raised by third parties on behalf of a registered student will not normally be considered; registered students should follow the [Student Complaints Procedure](#).