

RAMBERT SCHOOL OF BALLET & CONTEMPORARY DANCE

**TERMS AND CONDITIONS ANNEX A:
Fees Policy for Undergraduate Students**

**FOUNDATION DEGREE / BA HONS TOP UP DEGREE
New Entrants from September 2024**

Heather Newton

RAMBERT SCHOOL OF BALLET & CONTEMPORARY DANCE

Clifton Lodge, St. Margarets Drive, Twickenham TW1 1QN

Tel: +44 (0) 208 892 9960

TERMS AND CONDITIONS ANNEX A: Fees Policy for Undergraduate Students

FOUNDATION DEGREE / BA HONS TOP UP DEGREE

New Entrants from September 2024

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 Rambert School of Ballet & Contemporary Dance [Foundation Degree](#) and [BA \(Hons\) Top Up Degree 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 in the Policy.

CONTENTS

1. Introduction.....	2
2. Course fees	2
3. Fee levels and increases	2
Students paying Home fees	3
Students paying Overseas fees.....	4
Associated additional Course costs	4
4. Course Deposits	4
5. Payment of Course Fees	5
Schedule of payments for Course Fees.....	5
Students who are self-funding	6
6. Course fees and withdrawal or intermission from the course	6
7. Debts and re-enrolment	7
8. Variations to terms for individual students.....	7
9. Further information, queries or concerns	8

TERMS AND CONDITIONS ANNEX A: Fees Policy for Undergraduate Students New Entrants from September 2024

1. Introduction

- 1.1. It is important that you read the Fees Policy carefully as this sets out the respective rights and obligations of you and of Rambert School of Ballet & Contemporary Dance, including but not limited to circumstances in which sums paid to the School will be refunded.
- 1.2. This Fees Policy also sets out the potential consequences if you fail to make payment, which includes (for unpaid academic fees and charges) the School's ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of academic or non-academic fees and/or charges could result in Rambert School of Ballet & Contemporary Dance taking legal action against you to recover outstanding amounts.
- 1.3. This Fees policy does not cover refunds and compensation under the Rambert School [Student Protection Plan](#). Please see the [Refunds and Compensation Policy](#) for further information.

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 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 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. 'Home' Course fee levels are set by the UK government.
- 3.2. 'Overseas' Course fee levels are reviewed and set annually by the Rambert School Board of Trustees, its governing body.

- 3.3. The annual levels of Course fees for students shall be set annually and published in the relevant Course Summary document applicable to that year of entry, and may increase in subsequent years. Course summary documents can be accessed via the Rambert School website at: <https://www.rambertschool.org.uk/courses/policies-and-procedures/>.
- 3.4. If a student's registration on the Foundation Degree exceeds the normal 2-year duration period of the Course, there may be a further increase in fees in subsequent years.
- 3.5. If a student's registration on the BA Hons Degree exceeds the normal 1-year duration period of the Course, there may be a further increase in fees in subsequent years.
- 3.6. **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 registration duration period with tuition for the 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.**
- 3.7. 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 period of registration, additional Course fees will be charged (see clause 3.8 below).
- 3.8. **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.**
- 3.9. 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.

Students paying Home fees

- 3.8 **For students paying Home fees for the Foundation Degree or BA Hons (Top Up) Degree who are new entrants to the Course in 2024/25, or who are new entrants to a Course of higher education in subsequent years, the Course fees confirmed in your offer letter are fixed for the first year of your course only.**
- 3.9 **Course fees for 'Home status' (Home and Islands) students are aligned with the maximum tuition fee cap allowable under Rambert School's registration status with the Office for Students and may rise accordingly in the second or any subsequent year of the Course in the event of any increase in the amount set by the UK government. Any such increased fees will not exceed the fee cap current in respect of the relevant period.**
- 3.10 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.
- 3.11 Please see Conditions 3.1-3.6 for further information on fee increases.

Students paying Overseas fees

- 3.12** For students paying Overseas fees for the Foundation Degree or BA Hons Degree Course who are new entrants to the Course in 2024/25 or new entrants to the Course in subsequent years, the Course fees confirmed in your offer letter are fixed for the first year of your course only.
- 3.13** Course fees for 'Overseas status' (international) students may increase in subsequent years, linked to the Retail Price Index. Such increases will be no more than 2% above the Retail Price Index.
- 3.14 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.
- 3.15 Please see Conditions 3.1-3.6 for further information on fee increases.

Associated additional Course costs

- 3.16** 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/policies-and-procedures/>.

4. Course Deposits

- 4.1.** Rambert School requires applicants to pay a Course Deposit for the Foundation Degree and for external applicants to the BA Hons (Top Up) Degree. Internal Applicants to the BA Hons (Top Up) Degree are not required to pay a Course Deposit.
- 4.2.** Where Rambert School charges a Course Deposit, this is covered by a set of overarching principles (set out in the [Rambert School Course Deposit Policy](#)). These principles will continue to apply for the duration of your contract.
- 4.3.** Where a Course Deposit is required, applicants will normally be required to pay either the full deposit amount or, where agreed by Rambert School in writing, a proportion of that Course Deposit before or by the first day of enrolment to confirm the offer of a place on a course.
- 4.4.** Course Deposits are not normally refundable until the end of the first year of your registration on a Course of higher education with Rambert School 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.
- 4.5.** The terms and conditions of Rambert School's Course Deposits, 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.
- 4.6.** For any queries regarding the Course Deposit, please contact admissions@rambertschool.org.uk.

- 4.7. It is the responsibility of the student to ensure that any Course Deposit is paid when due. This responsibility is the student's responsibility, regardless of how they are funded or who is providing their funding.
- 4.8. 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.

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.
- 5.2. Notwithstanding condition 5.1 above, the normal schedule for fee payments and fee liabilities are set out in Table 1 and Table 2 respectively.
- 5.3. **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.**
- 5.4. **Failure to provide written confirmation that you have been approved for a fee loan for the relevant year of study may mean that Rambert School of Ballet & Contemporary Dance may require that you pay the first instalment of your fees yourself.**
- 5.5. **The School reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.**
- 5.6. **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 has received the requisite funds.
- 5.7. **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

- 5.8 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 Foundation Degree or BA Hons Top Up (e.g. whether they are assessed for 'Home fees' and in receipt of government funding, or otherwise).
- 5.9 Please see the table below (Table 1) for the schedule when payment of fees is due.

Table 1: Fee Payment Schedule		
Fee Status	How much is due	When payments are due
Home fee status FUNDED	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.	
Home fee status SELF-FUNDED and Overseas fee status FUNDED and SELF-FUNDED	Instalment 1: as confirmed in writing by the School	
	EITHER: The full year's fee	This instalment of course fees is by 5pm no later than 14 calendar days after the date of your enrolment in Term 1 of the academic year.
	OR: 33% of the full year's fee	
	Instalment 2: Where the full year's fee has not been paid in Instalment 1, 33% of the full year's fee is due	This instalment of fees is due on or by the first date of Term 2
	Instalment 3: Where the full year's fee has not been paid in Instalment 1, 34% of the full year's fee is due	This instalment of fees is due on or by the first date of Term 3

Students who are self-funding

- 5.10 For self-funded students, course fees are due in full on enrolment and at re-enrolment each year. However, should those students choose, 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.
- 5.11 Late or non-payment may result in your removal from any instalment plan for Course fees.
- 5.12 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':

Table 2: Course Fee Liability if you withdraw or suspend studies:

Fee Status	Withdrawal or suspension date	Course fee liability: what you will owe
All students covered by this Fees Policy, whether Home / Overseas fee status, and whether funded or self-funded	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, Term 1	33% of full year's fee
	Withdrawal on or after the first day of Term 2	66% of full year's fee
	Withdrawal on or after the first day of Term 3	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 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 reserves 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
 - 7.1.2 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.

8. Variations to terms for individual students

- 8.1 **Variations to these terms associated with course fees and other finance, including variations to instalment plans and arrangements or decisions in relation to student debts and student hardship, must be formally negotiated in writing.** Proposals for variations may be verbally discussed in advance of being put in place, but requests for any variation must be submitted to the School in writing (via email or letter). Written communications via other means (eg MS TEAMS will not constitute formal written negotiations or confirmations), though the School may use such means to facilitate ongoing discussions around any potential variations.

- 8.2 **Please note that verbally agreed arrangements are not formally in place until they have been approved by the Chief Financial Officer and/or Chief Executive, Principal & Artistic Director, and confirmed in writing.**
- 8.3 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, but may involve other members of School staff as necessary.
- 8.4 Please contact admissions@rambertschool.org.uk in the first instance with any queries regarding possible variations to terms.

9. Further information, queries or concerns

- 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).