London Contemporary Dance School (The Place)

Course Deposit Policy

For students enrolling on a course of Higher Education in 2027-28

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
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THE LONDON CONTEMPORARY DANCE SCHOOL

1. Introduction

1.1 This London Contemporary Dance School Course Deposit Policy ('this Policy' or 'the Policy') forms part of the London Contemporary Dance School's Fees Policy (Annex A of the LCDS Terms and Conditions) for students beginning a course of study at London Contemporary Dance School from September 2027 onwards.

Please note if you are Home-fee paying student on either the BA (Hons) Contemporary Dance Performance or CertHE Preparation for Contemporary Dance course applying for a Tuition Fee Loan paid for by the Student Loans Company (or equivalent UK funding body) you do not need to pay a deposit.

All other students will be required to pay a deposit which is set out in the Course Summary documents. This includes Home-fee paying MA students in receipt of the Master's Loan paid to them by the Student Loans Company.

2. Scope of this Policy

2.1 The Scope of this policy is limited to course deposits for courses of Higher Education delivered by London Contemporary Dance School, including courses validated by University of Arts London (UAL) and University of the Arts Singapore (UAS).

2.2 A course deposit charged for courses delivered by LCDS that are not courses of Higher Education ('other School course deposits'), does not fall under the scope of this Policy.

2.3 Where a Course Deposit applies, it is the decision of LCDS to determine:

2.3.1 the Course Deposit amount (which may differ between Courses);

2.3.2 the schedule of payments and date by which all or part of a Course Deposit is due.

2.4 All Course Deposits that apply to a Course of higher education will be set in accordance with the Course Deposit Principles (see Section 3 of this Policy and Table 1 of the LCDS Fees Policy, Annex A of the LCDS Terms and Conditions).

3. London Contemporary Dance School Course Deposit Principles

3.1 London Contemporary Dance School's Deposit Principles apply to this policy. These are agreed principles established by LCDS, and are published in Table 1 of the LCDS Fees Policy (Annex A of the LCDS Terms and Conditions).

3.2 In accordance with LCDS Course Deposit Principles:

3.2.1 London Contemporary Dance School's Course Deposit Policy applies to all covered by the LCDS Fees Policy (starting a course on or after September 2027), 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 LCDS for a course of higher education are set out in this Policy.

3.2.3 The amount LCDS will charge for a Course Deposit will not exceed 33% of the full year's course fee of the first year of registration on the course.

3.2.4 A link to the relevant course deposit amount can be found in the relevant Course Booklet which can be found on the individual course pages on the website.

3.2.5 If a course deposit is charged, LCDS will notify a successful applicant in the letter formally offering them a place to study (the **'Offer Letter'**), of the amount payable and the deadline by which the course deposit must be paid. This will usually be within 21 days of being offered a place on a course, as set out section 4 of this policy. Please contact studentsupport@theplace.org.uk with any queries.

3.2.6 The course deposit is fully refundable if the student should choose to exercise their 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').

4. Terms and Conditions of London Contemporary Dance School Course Deposits

How a Course Deposit can be paid

4.1 The Course deposit applies to the whole of the course of study. Details of how to pay the course deposit will be sent out along with the Offer Letter to successful applicants who are offered a place on the relevant Course.

Payment Deadlines

4.2 Deposits must be paid within 21 days of being offered a place on a course at London Contemporary Dance School.

4.3 A course deposit is held by the school as an advance payment against the student's tuition fee account. The course deposit can only be redeemed against the course on which the student is registered. The course deposit can only be redeemed/allocated in the final term of study of the course on which the student is registered. Course deposits will be deducted from the fees due in the final term of study.

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

4.4 Where a course deposit is required, the deadline for paying the course deposit (including, if applicable, the deadline for any partial 'up front' payment of the Deposit) will be included in the Offer Letter.

If the required deposit amount(s) is not paid by the stated deadline(s), the offer of a place on the course may be withdrawn.

4.5 An extension to the payment deadline may be considered, at the discretion of LCDS, where the school is satisfied that sufficient grounds exist to extend the normal deadline.

4.6 If there are difficulties with payment or meeting the deposit deadline, the Admissions and Registry Manager should be contacted via email at admissions@theplace.org.uk as soon as possible. Payment plans may be put in place on a case-by-case basis.

Course Deposits for Overseas Students

4.7 Overseas students who require a Student Visa to study in the UK will need to ensure the course deposit is paid in full before any Confirmation of Acceptance (CAS) can be issued.

The Course Deposit and the formal acceptance of an unconditional offer of a place on one of the courses offered by LCDS form a necessary part of the process in the Student Visa Application. On receipt of the acceptance of an offer and the required Course Deposit, LCDS can then issue a Confirmation of Acceptance (CAS).

A CAS can only be issued once the below conditions have been met:

a. An unconditional offer has been made.
b. The offer has been firmly accepted.
c. The Course Deposit has been paid.

Overseas Students are advised to submit their Visa Application up to three months before the start of the programme course, and as soon as they have all of the above necessary supporting documentation.

Please visit the Student Visa Responsibilities and Requirements for more information regarding Student Visa Compliance.

Course Deposit payment amounts

4.6 Course deposit amounts may vary for each course. Please see the relevant Course Booklet, which sets out 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 see Section 3 of this Policy.

THE LONDON CONTEMPORARY DANCE SCHOOL

Course Deposit payment schedule

4.8 The following information sets out the schedule of payment of the Course Deposit for the following London Contemporary Dance School courses:

- CertHE Preparation for Contemporary Dance
- BA Hons in Contemporary Dance Performance
- BA (Hons) International Contemporary Dance Practices
- MA Creative Dance Education
- MA Dance: Participation, Communities, Activism
- MA Dance: Performance
- MA Screendance
- MRes Choreography
- Study Abroad courses

The full Course Deposit amount for the above Courses will be required to be paid within 21 days of the date of the Offer Letter.

4.9 Where a course deposit applies, it is the decision of the Finance and General Purposes Committee at The Place to determine the course deposit amount for each course, and the schedule of payments and date by which all or part of a course deposit is due.

5. Course Deposit Waivers

Students in receipt of an LCDS Bursary

5.1. If a Home-Fee paying student enrolling onto an undergraduate course is assessed[1] by LCDS as falling within the criteria as specified in the terms of an LCDS Bursary (which is separate to the Student Fund), they will not be required to pay the deposit.

Students who have applied for the Global South Scholarship

5.2. If a student who has applied for the Global South Scholarship, they will not be required to make the deposit payment until a formal outcome of their scholarship application has been sent to them. Anyone in receipt of the scholarship will not be required to pay the deposit. However, if any student has applied and is unsuccessful with the scholarship application, they will be required to pay the deposit within 21 days of the scholarship outcome, in line with the payment deadlines set out below.

[1] Applicants who are offered a place on an LCDS course of study will be assessed 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. The fee status will then help determine if a student can be assessed for eligibility of a LCDS bursary.

THE LONDON CONTEMPORARY DANCE SCHOOL

6. Course Deposit Refunds

6.1. Applicants who withdraw from their offer of a place within 14 days of the payment date will be refunded in full, as outlined in Section 23 of the Terms and Conditions ('Your Right to Cancel within the first 14 days').

6.2. Course deposit refund requests received after more than 14 days will only be considered and refunded in full if:

- The applicant's Student Visa has been denied, except in circumstances mentioned under 6.9, or
- If the conditions of a conditional offer have not been met after all or part of the Course Deposit has been paid.

6.3. Where an applicant withdraws from their offer outside of the 14 day cooling period, in exceptional circumstances, and where there is evidence to support it, the Senior Management Team of LCDS may accept the recommendation of the Director of the relevant course that a full refund of the course deposit is made, minus an administration fee of £100.

To request a refund, you must contact the Admissions and Registry Manager on admissions@theplace.org.uk

Such requests must be made in writing and supporting evidence must be provided 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.

6.4. The course deposit is not refundable where a student fails to take up the place offered or withdraws from the programme course without completing.

6.5. Where a student seeks to transfer to another course within London Contemporary Dance School, their course deposit will be transferred to the new course. Thereafter 6.2.1 - 6.2.3 above applies.

6.6. Where a student seeks to transfer to another course in another institution, they will forfeit their course deposit unless the refund is requested within 14 days of the payment date.

Course Deposit Refund Eligibility

6.7. If no attempt has been made by the applicant to meet the required conditions attached to their conditional offer of a place to study on the Course after the conditional offer was made, the course deposit will not be refundable.

6.8. 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.

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

6.10. In the unlikely event that the Course is cancelled, a full refund of the course deposit will be made.

6.11. A deposit will be refunded in the same way that the deposit has been paid. Either through Bank Transfer or refunded directly to the payment card. Details will be requested by the London Contemporary Dance School Finance team if your deposit is eligible for a refund.

6.12. The course deposit applies for the duration of the whole of the Course of study.

7. Complaints

7.1. Complaints or queries about a course deposit by applicants, or individuals who are not registered with LCDS and enrolled on a course of higher education, should be raised directly with LCDS, by emailing admissions@theplace.org.uk. The complaint will in the first instance be considered and responded to by the Senior Management Team.

7.2. Complaints about a course deposit by students who are registered with LCDS and enrolled on a course of higher education with LCDS may be raised using the LCDS 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 Chief Academic Officer or nominee will a complaint raised after this deadline be considered.