# London Contemporary Dance School (The Place)

## Fees Policy (Terms and Conditions Annex A)

For students enrolling on a course of Higher Education in 2026-27

| Name of Policy Writer | Lead Post Holder | Date approved | Approved by | Review Date |
|---|---|---|---|---|
| B Burrage | Head of Registry and Quality | June 2026 | Academic Board | June 2027 |

THE LONDON CONTEMPORARY DANCE SCHOOL

**Key parts of this fees policy are reproduced in the LCDS Terms and Conditions (in particular, Section 10 'Fees and Costs').**

## 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 and London Contemporary Dance School, The Place including but not limited to circumstances in which sums paid to London Contemporary Dance School (LCDS) will be refunded. It also sets out the potential consequences if you fail to make payment of Course fees, which includes London Contemporary Dance 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 London Contemporary Dance School taking legal action against you to recover outstanding amounts.

1.2. This Fees policy does not cover refunds and compensation under the 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 a course of study at LCDS will be assessed 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.

2.2. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes, books, and specialised equipment. Please see the relevant Course Booklet for additional costs that you will be expected to pay, and additional costs that are non-compulsory but which you may wish to pay.

## 3. Fee levels and increases

3.1. The annual levels of Course fees for students shall be set annually and published on The Place website and in the relevant Course Booklets and, which can be found on individual course pages on The Place website.

### Associated additional Course costs

3.2. Any additional costs shall be set annually by LCDS and published in the relevant course booklets.

### Undergraduate students paying Home fees

3.3. For undergraduate students paying Home fees who are new entrants to a course of higher education at LCDS in 2027/28 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter may be increased in further years of study by an amount determined in accordance with measures set by the Government. Any such increased fees will not exceed the fee cap current in respect of the relevant period.

3.4. The above term applies to all undergraduate students paying Home fees, whether you are funded via the Student Loans Company or an equivalent funding body, or you are self-funded.

**Students paying Overseas fees**

3.5. For students paying Overseas fees who are new entrants to a course of higher education at LCDS in 2027/28 or new entrants to a course in subsequent years, the Course fees confirmed in your offer letter may be increased in further years of study but will not exceed 5% in any one year. Fees are reviewed annually in the summer by the Finance and General Purposes Committee.

## 4. Course Deposits

4.1. Some applicants will be required to pay a Course Deposit. Where a course deposit is required, applicants will be required to pay either the full deposit amount or a proportion of that Course Deposit usually within 21 days of an offer being made, but 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 LCDS.

4.3. The Course Deposit is covered by a set of overarching principles (set out in Table 1 below). The terms and conditions of the 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 LCDS Course Deposit Policy. This can be found via Students Policies | The Place

4.4. It is your responsibility to ensure that any course deposit is paid when due. This responsibility is yours regardless of your source of funding.

4.5. LCDS 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.

4.6. The Principles governing School Course Deposits are set out in Table 1 below:

| **Table 1 LCDS Principles governing Course Deposits** |
|---|
| • These Course Deposit Principles apply to all LCDS-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.<br><br>• The terms and conditions of the course deposit can be found in the LCDS Course Deposit Policy. This can be found via Students Policies \| The Place<br><br>• The amount LCDS will charge for a course deposit is set by LCDS, but will not exceed 33% of the full year's Course Fee of the first year of registration on the course. |

- A link to the course deposit amount, and the LCDS Course Deposit Policy, can be found in the relevant Course Booklet.

- LCDS will notify you of the relevant deposit amount, alongside the deadline which the course deposit must be paid, in your offer letter. Payment will usually be within 21 days of your offer letter being sent. Please see the LCDS Course Deposit Policy for further information, or contact LCDS 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 ').

## 5. Payment of Course Fees

5.1. The full course fee for each year is due by enrolment and at re-enrolment each year unless an alternative instalment plan has been agreed with the LCDS Finance Department (see 5.5 and Table 2 below).

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 LCDS may require that you pay the first instalment of the fees yourself. LCDS 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 (and that of your parent / guardian / named responsible adult if you are under 18) to ensure that course fees and other charges payable to LCDS 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 LCDS has received the requisite funds.

5.4. Where LCDS 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, LCDS reserve the right to suspend or withdraw the student in accordance with Section 10 of the Terms and Conditions for non-payment of fees.

### Schedule of payments for Course Fees

5.5. Fees for courses, while falling due by the first day of enrolment, are normally payable on a cycle of instalments that is varied according to the fee status of undergraduate students (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.

| Table 2: 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. | |
| **Overseas fee status** FUNDED | Subject to the student meeting their obligations to their funding body (eg US Federal Student Aid), payments will be accepted in accordance with that funding body's payment schedule. | |
| **Home fee status** SELF-FUNDED<br><br>**and**<br><br>**Overseas fee status** SELF-FUNDED | 100% of fees | Fees are due to be paid in full on or by the first date of enrolment |
| | There are some circumstances in which we will accept payment in instalments, which will follow the below payment plan. | |
| | 33% of the full year's fee | Due on or by the first date of enrolment |
| | 33% of the full year's fee | Due on or by the first date of Term 2 |
| | 34% of the full year's fee | Due on or by the first date of Term 3 |

**Students who are self-funding**

5.6. For self-funded students, course fees are due for payment either in full at the start of every academic year, or in 3 instalments over the year as set out in Table 2 above. Unless you have the prior written agreement of the LCDS Finance Department 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 LCDS of any variation to your situation which may affect the payment of course fees.

## 6. Course fees and withdrawal or time out from the course

6.1. If you cease to be a student of LCDS, because for example you withdraw or LCDS terminates your registration, or if you take time out 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 LCDS is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or time out. These will be governed by the academic regulations of the validating university.

6.3. For students who withdraw or take time out from their studies, an adjustment to the annual course fee will be calculated in accordance with Table 3 'Course Fee Liability if you withdraw or suspend studies':

**Table 3: Course Fee Liability if you withdraw or suspend your 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<br><br>You may owe an amount of the Course Deposit, as stated in the Course Deposit Policy |
| | 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 a 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 take time out from your course during the academic session, your account with LCDS 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, LCDS 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. 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 will not be able to graduate if they have any outstanding Tuition (Course) fees owing to LCDS, unless there are exceptional circumstances agreed in advance and in writing by the senior management team.

## 8. Variations to terms for individual students

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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. LCDS will designate a nominated officer to oversee and manage such arrangements.

## 9. Further information

9.1. If you have any questions regarding funding or fee payment, please contact the admissions team via admissions@theplace.org.uk.