

Fees Policy for students starting new courses in 2020/21

London Contemporary Dance School is part of the Contemporary Dance Trust (trading as The Place). In this document it will be known as London Contemporary Dance School.

Key parts of this fees policy are reproduced in the terms and conditions document.

1. Introduction

- 1.1. It is important that you read this Fees Policy carefully as this sets out London Contemporary Dance School's and your respective rights and obligations including but not limited to circumstances in which sums paid to London Contemporary Dance School will be refunded. It also sets out the potential consequences if you fail to make payment, 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 fees and/or 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 Plan¹.

2. Course fees

- 2.1. 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 the cost of producing headshots for display in the final year, if you choose a photographer other than the one selected by London Contemporary Dance School.

3. Fee levels and increases

- 3.1. The annual levels of course fees for new students and any associated additional costs shall be set annually by London Contemporary Dance School and published at <http://www.lcds.ac.uk/fees-and-financial-assistance>
- 3.2. For students paying Home / EU undergraduate fees who are new entrants to a course prior to 2017/18, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course. For other undergraduate students and all postgraduate students who are new entrants to a course prior to 2017/18, the course fee paid in your first year of study may be increased in subsequent years, but this increase shall be limited to the increase in Retail Price Index for the preceding year or 5%, whichever is the greater.
- 3.3. For EEA/Swiss and Turkish students please refer to the information on the UKCISA website to understand your individual circumstances. In order to confirm your fee status, evidence on how you meet the criteria for home fees should be provided to London Contemporary Dance School before starting your course. If we do not receive this information by 1 June 2020 you will be charged as an international student. <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics#layer-3831>
- 3.4. For students paying Home / EU undergraduate fees who are new entrants to a course in 2017/18 or new entrants to a course in subsequent years, the course fees confirmed in your

¹ You can find the Student Protection Plan (SPP) and its Refunds and Compensation Policy at <http://www.cdd.ac.uk/policies/student-related-policies/>.

offer letter may be increased in further years of study by an inflationary amount determined in accordance with measures set by Government (currently the Office for Budget Responsibility forecast for RPI-X, being the retail price index, excluding mortgage interest payments). Any such increased fees will not exceed the fee cap current in respect of the relevant period. For all other undergraduate students and for all postgraduate students who are new entrants to a course in 2017/18 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study but this increase shall be limited to the increase in Retail Price Index for the preceding year or 5%, whichever is the greater.

4. Deposits

- 4.1. London Contemporary Dance School will require you to pay a Tuition Fee Deposit when you accept your offer to confirm the offer of a place on a course. Course fee 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 conclusion of your contract with London Contemporary Dance School. For further details, see our Tuition Fee Deposit scheme.
- 4.2. It is your responsibility to ensure that any deposit is paid when due.

5. Payment of fees

- 5.1. The full course fee for each year becomes payable on enrolment and at re-enrolment each year.
- 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 next year of study. Failure to do this may require you pay the first instalment of your fees yourself. London Contemporary Dance School reserves the right to prevent students from registering on courses until this first instalment is paid in full.
- 5.3. It is your responsibility to ensure that course and other fees and charges payable to London Contemporary Dance School are paid in accordance with the agreed instalment plan. If someone other than you make any payment, or agrees to make any payment, on your behalf, you remain liable for full payment of the sums due until London Contemporary Dance School has received cleared funds.
- 5.4. For self-paying students, course fees are due for payment in full, either on or before registration, or in 3 termly instalments over the year; please refer to the course fee breakdown in the Fees Overview 2020-2021 document on the Policies and Procedures page <https://www.lcds.ac.uk/policies-and-procedures> Unless you have the prior written agreement from London Contemporary Dance School to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 5.5. Where an alternative instalment plan has been agreed, any subsequent requests for alterations to the agreed plan of instalments must be considered and formally agreed by the School. Unless you have the prior written agreement from London Contemporary Dance School to a different schedule of instalments, course fees must be paid in accordance with the schedule of instalments.
- 5.6. Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.7. You are advised, at the earliest opportunity, to inform London Contemporary Dance School of any variation to your situation which may affect the payment of course fees. Failure to

communicate with the Finance Office regarding any change of financial circumstances, may result in the interruption of your studies.

6. Course fees and withdrawal or intermission from the course

- 6.1. If you cease to be a student of London Contemporary Dance School, because for example you withdraw or London Contemporary Dance 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 London Contemporary Dance School is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission by contacting Student Services.
- 6.3. For Undergraduate students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of Annual Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
Withdrawal of <u>new</u> students within induction week, prior to start of term	no tuition fee liability
Withdrawal on or after the first day of term 1	33% of the full fees
Withdrawal on or after the first day of term 2	66% of the full fees
Withdrawal on or after the first day of term 3	100% of the full fees

- 6.4. For postgraduate students, who may be registered onto the programme at different times during an academic year who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of Annual Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
Withdrawal on or after the first day of their first term of study	33% of the full fees
Withdrawal on or after the first day of their second term of study	66% of the full fees
Withdrawal on or after the first day of their third or final term of study (4 th term)	the balance of outstanding tuition fees, minus any tuition fee deposit where applicable

- 6.5. Students who are in receipt of course fee loan funding from the relevant 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.

- 6.6. MA students who are in receipt of a maintenance loan are strongly advised to use the loan towards the payment of tuition fees. If students choose otherwise the instalment plan will take into account that an MA Maintenance Loan was received, and this could affect any entitlement to scholarship funds available to MA students.
- 6.7. Where you choose to leave or intermit from your course during the academic session your account with London Contemporary Dance School 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; see above tables.
- 6.8. Any award or scholarship received may need to be re-paid or adjusted in the case of withdrawal or intermission from the programme. Any award or scholarship will cease, and no further payment will be made, effective from the date of withdrawal or intermission from study.
- 6.9. Postgraduate and Masters students who choose to withdraw prior to the commencement of their final term of study and after the 14 day cooling off period as stated in the Terms and Conditions, will forfeit their deposit. Any unpaid tuition fees will be payable in full, and the deposit will not be used to offset any outstanding fees. Any exceptions to this must be approved by the Director of Finance and Resources and/or their nominated officer. For more information, please see the Tuition Fee deposit Scheme <https://www.lcds.ac.uk/policies-and-procedures>

7. Debts and re-enrolment

- 7.1. If you do not pay course fees in accordance with these terms, London Contemporary Dance School reserves the right to withdraw your place on the course, and/or intermit or withdraw you from the course and/or to withhold awards until any fee debt is paid or cancelled.
- 7.2. Any student who has not paid their fees in full for one academic session cannot progress onto the next year of the programme.
- 7.3. Final year students may not be able to graduate if they owe any outstanding tuition fees or other charges (e.g. accommodation advances) to London Contemporary Dance School.

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 by the Director of Finance or her/his nominated officer.

9. Additional costs

- 9.1. London Contemporary Dance School offers a Physical Support Package for an annual fee of £40, payable on registration / re-registration at the start of each academic year. The full document can be found at the following link: <https://www.lcds.ac.uk/fees-and-financial-assistance> .

10. Further information

If you have any questions regarding funding or fee payment, please contact the Head of Registry and Student Wellbeing, Anna Helsby (Anna.helsby@theplace.org.uk)