

London Contemporary Dance School (The Place)

Course Deposit Policy

For students enrolling on a course of Higher Education in 2022-23

September 2021

1. Introduction

- 1.1 London Contemporary Dance School (LCDS), at The Place is a Member School of the Conservatoire for Dance and Drama. The CDD is the higher education provider registered with the Office for Students, however LCDS are pursuing independent registration with the Office for Students from September 2022.
- 1.2 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 2022 onwards.

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.
- 2.2 A course deposit charged for courses delivered by LCDS that are not Courses of Higher Education ('other School course deposits'), these deposits do not fall under the scope of this Policy. Please visit <https://www.lcdis.ac.uk/study-abroad-programme> to find relevant information on other School course deposits.
- 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 School Course Deposits that apply to a Course of higher education will be set in accordance with the Course Deposit Principles (see Section 2 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 London Contemporary Dance School students covered by the LCDS Fees Policy (starting a

course on or after September 2022), 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 London Contemporary Dance School 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, or £3083, whichever is the lower amount.
- 3.2.4 A link to the relevant Course Deposit amount can be found in the relevant Course Summary Document which can be found via the following link: www.lcds.ac.uk/policies-and-procedures
- 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 in advance of the student enrolling on the Course. Please see this Policy for further information about the Course Deposit, and contact studentsupport@theplace.org.uk with any queries.
- 3.2.6 Details of who to contact with any queries regarding the Course Deposit will also be provided in the Offer Letter.
- 3.2.7 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').

Students in receipt of an LCDS Bursary

- 3.2.8 If a student is assessed¹ by LCDS as falling within the criteria as specified in the terms of an LCDS Bursary, where LCDS charges successful applicants a Course fee deposit, none of the Course fee deposit will be required to be paid in advance. The first instalment of Course fees paid to LCDS will act as the deposit for students who meet these criteria.

4. Terms and Conditions of 1.1 London Contemporary Dance School Course Deposits

How a Course Deposit can be paid

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.

- 4.1 The Course deposit applies to the whole of the Course of study. Details of how to pay the Course Deposit will be set 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 14 days of being offered a place on a course at London Contemporary Dance School.

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 on completion of the course on which the students is registered. Course deposits will be deducted from the final term of study upon completion of the course programme.

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

- 4.3 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. The deadlines will vary depending on the Course.

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.

If an applicant is having difficulty meeting our deposit deadline, they should contact the Head of Registry and Student Well-Being studentsupport@theplace.org.uk as soon as possible.

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.

If there are difficulties with payment or meeting the deposit deadline the Head of Registry and Student Well-Being should be contacted via email at studentsupport@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

- 4.4 Overseas students who require a Visa to study in the UK and apply to one of the full-time taught undergraduate or postgraduate courses at London Contemporary Dance School will be required to pay a Course Deposit on acceptance of an Unconditional Offer.

The Course Deposit and the formal acceptance of an Unconditional Offer of a place on one of the courses offered by the School 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, the School can then issue a Confirmation of Acceptance (CAS). The CAS is an essential document for students applying for a Student Visa on the Points Based System.

A CAS can only be issued once the above 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 for Courses delivered by LCDS may vary. Please see the relevant Course Summary Document, 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 the LCDS Course Deposit Principles (see Section 3 of this Policy).

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:
 - BA Hons in Contemporary Dance
 - MA Expanded Dance Practice
 - MA Screendance

The full Course Deposit amount for the above Courses will be required to be paid within 14 days of the date of the Offer Letter.

The deposit amount for each Course in £ sterling can be located on the relevant Course Summary document.

- 4.9 Where a Course Deposit applies to a Course of higher education, it is the decision of the Finance and General Purposes Committee at The Place to determine 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 can be located via: www.lcds.ac.uk/policies-and-procedures

5. School Course Deposit Waivers

- 5.1 A Course Deposit Waiver will be given to undergraduate students in receipt of a Tuition Fee Loan paid for by the Student Loans Company (or equivalent funding body e.g., SAAS).
- 5.2 All Postgraduate students will be required to pay a deposit which is set out in the Course Summary documents.
- 5.3 In accordance with the LCDS Course Deposit Principles (see earlier in this policy), where a Course Deposit applies but the applicant has been assessed by LCDS as falling within the criteria as specified in terms of LCDS Bursaries, none of the Course fee deposit will be required to be paid in advance. The first instalment of Course fees paid to LCDS will act as the deposit for students who meet these criteria.

6. Course Deposit Refunds

- 6.1 In exceptional circumstances, where there is evidence to support it, the Senior Management Team of LCDS may accept the recommendation of the Director of the relevant Programme that a full refund of the Course Deposit is made, minus an administration fee of £100.

For Overseas Students only, the Course Deposit, will be refunded in full where the Student Visa application has been denied.

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

Deadline for requesting a Course Deposit Refund

- 6.1.1 Requests for Course Deposit Policy Refunds should be made at the earliest opportunity and in writing.
- 6.1.2 Applicants requesting a Course Deposit refund for any reason within 14 days of the payment date will be refunded in full.
- 6.1.3 The Course Deposit is not refundable where a student fails to take up the place offered or withdraws from the programme course without completing.
- 6.1.4 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.

6.1.5 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.

6.1.6 Course Deposit Refund requests received more than 14 days will only be considered if:

- The applicant's Student Visa has been refused, or
- If the conditions of a conditional offer have not been met after all or part of the Course Deposit has been paid.

Such requests must be made in writing (via email to studentsupport@theplace.org.uk 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.

Course Deposit Refund Eligibility

6.2 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.

6.3 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.

6.4 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 the School will not normally be refunded to the applicant/student.

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

6.6 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.

6.7 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 the School, by emailing studentsupport@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 London Contemporary Dance School may be raised using the [Conservatoire Student Complaints Procedure](#) up until July 2022, and using the LCDS Student Complaints Procedure after July 2022. 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 Conservatoire Academic Registrar (up until July 2022), Director of Dance Studies (after July 2022) or nominee will a complaint raised after this deadline be considered.

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
B Holdaway	Quality and Compliance Manager	September 2021	Academic Board	September 2022