

Fees Policy for students starting new courses in 2018/19

1. Introduction

1.1. It is important that you read this Fees Policy carefully as it sets out the respective rights and responsibilities between London Contemporary Dance School (LCDS) and students registered on LCDS programmes of study. It sets out the specific circumstances in which sums paid to LCDs may be refunded. It also sets out the potential consequences if you fail to meet the contractual requirements to pay your tuition fees, the result of which could lead LCDS to terminate your registration and this contract, and/or to withhold awards pending payment of outstanding tuition fees. In addition, non-payment of tuition fees and/or additional charges relating to course materials and/ or learning resources, such as library/ costume loans for example, could result in LCDS taking legal action against you to recover outstanding amounts.

2. Course fees

2.1. Tuition fees include: tuition, course materials, learning resources and assessment costs. Tuition fees do not include, for example, 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 LCDS.

3. Fee levels and increases

3.1. The annual levels of tuition fees for new students and any associated additional costs shall be set annually by LCDS and published at <http://www.lcds.ac.uk/fees-and-financial-assistance>

3.2 For students paying Home / EU undergraduate tuition fees, who were new entrants to a programme prior to 2017/18, the tuition fee you paid in your first year shall not be subject to increase during any subsequent years of study on that programme. For all other undergraduate students and all postgraduate students who are new entrants to a programme, from 2017/18 onwards, the tuition 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 students paying Home / EU undergraduate tuition fees who are new entrants to a programme in 2017/18 or new entrants to a programme in subsequent years, the tuition fees confirmed in your 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 increase in tuition fees will not exceed the fee cap current in respect of the relevant period. For all international undergraduate and postgraduate students who are new entrants to a programme in 2017/18 or new entrants to a programme in subsequent years, the tuition 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. Tuition Fee Deposits

4.1. LCDS will require you to pay a Tuition Fee Deposit. Payment of the deposit formally establishes a contract between you and the School. Tuition 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 calendar days of the date of your deposit payment. The Tuition Fee Deposit also secures your place on your chosen programme. More information about the Tuition Fee Deposit Scheme can be found [here](#).

4.2. It is your responsibility to ensure that any deposit is paid when due.

5. Payment of fees

5.1. The full tuition fee for each year becomes payable on registration and on re-registering each year.

5.2. If you are intending to pay your course fee through a student loan, or if you are being sponsored, at or before registration (or re-registering for continuing students) you must provide written confirmation that you have been approved for a fee loan or sponsorship for the next year of study. Failure to do this may result in you being required to pay the first instalment of your fees yourself. LCDS reserves the right to prevent students from registering on its programmes until this first instalment is paid in full.

5.3. It is your responsibility to ensure that tuition and other fees and 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 cleared funds.

5.4. For self-paying students, tuition fees are due for payment either in full on or before registration or by three (termly) instalments over the year. Instalment plans must be approved by the Director of Finance prior to registration. To set up an instalment plan or for further information, please contact student-finance@theplace.org.uk.

5.5. For students with US Department of Education Loans, where the loan fully covers the tuition fees, payment of tuition fees will be taken termly, on receipt of the US loan disbursement. Where the US loan does not fully cover the tuition fees, you may be required to pay a tuition fee deposit for the outstanding balance of tuition fees. If we do not receive the balance in full of the remaining tuition fee, an instalment plan must be agreed with the Finance Department for the shortfall. To set up an instalment plan or for further information, please contact student-finance@theplace.org.uk.

5.6. For students entering the Masters level programme, and who have taken out a UK Postgraduate Loan, a Tuition Fee Deposit is required to secure your place on the programme. Where tuition fees are not paid in full prior to starting the programme an instalment plan must be agreed with the Finance Department. To set up an instalment plan or for further information, please contact student-finance@theplace.org.uk.

Please note that if you require a Tier 4 Visa in order to study in the UK, the [Tuition Fee Deposit Scheme](#) contains important information. The payment of a Tuition Fee Deposit and your written formal acceptance are a necessary part of the process in obtaining a Tier 4 Visa to study in the UK.

5.7. Late or non-payment may result in the removal of any instalment plan for payment of tuition fees, and may lead to termination of your registration on the programme.

5.8. You are advised, at the earliest opportunity, to inform LCDS of any variation to your situation which may affect the payment of your tuition fees. It is recommended you contact Student Services in the first instance on studentsupport@theplace.org.uk

6. Course fees and withdrawal or intermission 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 intermit from your programme, you will still be liable for any tuition fees and/or other charges which are outstanding. (See paragraph 2.1)

6.2. Tuition 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 intermission by contacting the Director of the Programme upon which you are registered.

6.3. For undergraduate students who withdraw or intermit, tuition fee liability will be calculated as follows:

- Withdrawal of new students within induction week, prior to start of term: no tuition fee liability
- Attendance on or after the first day of term 1: 1/3 of the full fees
- Attendance on or after the first day of term 2: 2/3 of the full fees
- Attendance on or after the first day of term 3: the balance of outstanding tuition fees for the year

6.4. For postgraduate students, who may be registered onto the programme at different times during an academic year and who withdraw or intermit, tuition fee liability will be calculated as follows:

- Attendance on or after the first day of their first term of study 1: 1/3 of the full fees
- Attendance on or after the first day of their second term of study: 2/3 of the full fees
- Attendance on or after the first day of their third or final term of study: the balance of outstanding tuition fees, minus any tuition fee deposit where applicable

6.5. Students who are in receipt of a tuition fee loan funding from one of the following funding bodies: Student Finance England; Student Finance Wales; Student Finance Northern Ireland; Student Finance EU; or the Student Awards Agency for Scotland, should be aware that any reduction in/ liability for tuition fees charged is notified directly to the relevant funding body. Where students have tuition fee loans from Student Finance England, Student Finance Wales, Student Finance Northern Ireland, Student Finance EU or the Student Awards Agency for Scotland, the student will be liable for any shortfall between the amount received from Student Finance and the fee liability in paragraph 6.3.

6.6. Where you choose to withdraw or intermit from your programme during the academic year, 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 tuition fees charged for any period for which you are a registered student during that year.

6.7. Students returning after a period of intermission will be liable for the tuition fee level charged for the academic year into which they are returning. Where students resume for part of an academic year,

they will be charged a pro-rata rate. Where students are repeating a period of study, they will be charged for that repeated period.

6.8. Any award or scholarship received may need to be re-paid in the case of withdrawal 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.

7. Debts and re-enrolment

7.1. If you do not pay tuition fees in accordance with these terms, LCDS reserves the right to cancel your place on the programme, and/or suspend or withdraw you from the programme and may withhold awards until any tuition fee debt is paid or cancelled.

7.2. Any student who has not paid their tuition fees in full for one academic year may find their progression into the next year of the programme halted until the debt has been cleared and / or and instalment plan agreed

7.3. Final year students may not be permitted to graduate until any outstanding tuition fees are paid to LCDS.

7.4. Final year students with any outstanding tuition fees debts after the last day of their final term of study and who intend to seek an instalment plan may not be able to graduate, or be awarded any certification, until their outstanding fees are paid in full, irrespective of the payment plan duration.

7.5. Where accommodation advances have been made to a student, these must be repaid within the academic year and progression to the next academic year may be halted until the accommodation debt has been cleared.

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. Further information

9.1. If you have any questions regarding funding or fee payment, please contact the Director of Student Services and International Development on studentsupport@theplace.org.uk