

LONDON CONTEMPORARY DANCE SCHOOL

Tuition Fee Deposit Scheme

All applications to study at London Contemporary Dance School are made directly to the School using the online application system on our website:

<https://www.lcds.ac.uk/apply-now>

All offers made to prospective students are conditional upon receipt of a Tuition Fee Deposit. The Tuition Fee Deposit is held against payment of your tuition fees and is not normally refundable, except within the 14-day cooling off period in compliance with consumer protection legislation.

The guidance below should be read alongside the contractual Terms and Conditions which set out the respective responsibilities between the School and of the students who choose to study here. The Tuition Fee Deposit Scheme should also be read in conjunction with the School's Fees Policy.

If you have any questions about the Tuition Fee Deposit Scheme please contact the Admissions and Registry Manager in the first instance.

Principles

1. A Tuition Fee Deposit is held by the school as an advance payment against the student's tuition fee account.
2. The Tuition Fee Deposit can only be redeemed against the programme on which the student is registered.
3. The Tuition Fee Deposit can only be redeemed on completion of the programme on which the students is registered.
4. The deposit is not refundable where a student fails to take up the place offered, or withdraws from the programme without completing.
5. The deposit is only refundable within the 14-day cooling-off period, taken from the date upon which the deposit is paid to confirm acceptance of the place offered.
6. Where a student seeks to transfer to another programme, within the school or elsewhere, they will forfeit their deposit.
7. Where a student seeks to transfer to another programme within the School, they will be required to pay the Tuition Fee deposit to secure their place on that programme, and thereafter 1 – 5 above applies.

Tuition Fee Deposit Refunds

1. In exceptional circumstances, where there is evidence to support it, the Senior Management Team of the School may accept the recommendation of the Director of the Programme that a partial refund of the Tuition Fee Deposit is made, minus an administration fee of £100.

2. For International Students only, the Tuition Fee Deposit, minus the administration fee, will be refunded in full where the Tier 4 application has been denied.

Exemptions to the requirement to pay a Tuition Fee Deposit:

1. Where the student's tuition fees are paid by the School or by a recognised sponsor, or whose full fees will be covered a US Federal State Loan, the Tuition Fee Deposit will be waived.
2. Where only a proportion of the student's tuition fees are met by an approved sponsor, the student will be required to make a Tuition Fee Deposit against the outstanding balance to be met by the student. In such cases Principles 1 - 5 will apply.

International Students

1. If you are an international student who requires a Visa to study in the UK, and you apply to one of the full-time taught postgraduate programmes or to the full-time undergraduate programme at London Contemporary Dance School, you will be required to pay a Tuition Fee Deposit on acceptance of an Unconditional Offer.
2. The Tuition Fee Deposit and your formal acceptance of an Unconditional Offer of a place on one of the programmes offered by the School, form a necessary part of the process in preparing your Tier 4 Visa Application. On receipt of your acceptance and the required Tuition Fee Deposit, the School can then issue a Confirmation of Acceptance (CAS). The CAS is an essential document for students applying for a Tier 4 Visa on the Points Based System.
3. 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 Tuition Fee Deposit has been paid**
4. International Students are advised to submit their Visa Application up to three months before the start of the programme, and as soon as you have all of the above necessary supporting documentation.
5. **Please note that London contemporary Dance School cannot issues a CAS to any new student who is based overseas after the start date of the programme.**