

Consumer Information

As per the Higher Education Opportunity Act (HEOA) of 2008, the US government requires institutions offering US Direct Loans to disclose the following consumer information. If you require any further information about the content, please contact us on USloans@theplace.org.uk.

Consumer Information	Description
Student Financial Aid Information	<p>For information regarding financial aid, please refer to Fees and Financial Assistance on our website.</p> <p>For US Student Loans, please refer to the Student Guide to Direct Loans for information on:</p> <ul style="list-style-type: none">The type of loans availableThe loan application processOur Satisfactory Academic Progress PolicyWithdrawing and our Return of US loan funds (R2T4) Policy
Students with Disabilities	Information about services offered to students with disabilities is available online .
Cost of Attendance	For information regarding the cost of tuition, fees, mandatory health insurance and student housing, please refer to the Student Guide to Direct Loans .
Refund Policy	For our Return of US loan funds (R2T4) Policy please refer to the Student Guide to Direct Loans .
Academic Programmes	For information about current degree programmes, please see our information pages: Undergraduate programme Postgraduate

	<p>Full programme specifications are available below: <u>BA (Hons) Contemporary Dance</u> <u>Postgraduate Diploma and MA Contemporary Dance</u></p>												
<p>Copyright Infringement Policies and Sanctions</p>	<p>Information on copyright is available on pages 5-6 and computer use on pages 7-8.</p>												
<p>Notice of Federal Student Financial Aid Penalties for Drug Law Violations</p>	<p>Policies and penalties associated with drug-related offences are outlined in the Student Drug and Alcohol Policy on pages 9-11.</p> <p>Impact of drug conviction on federal financial aid eligibility</p> <p>Under the U.S. Higher Education Act, a student may become ineligible for US Federal student aid upon a conviction of any offence involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes: US Federal Direct Loans and US Federal Direct PLUS Loans.</p> <p>The chart below illustrates the period of ineligibility for US Federal Aid, depending on whether the conviction was for sale or possession and whether the student had previous offences. A conviction for sale of drugs includes convictions for conspiring to sell drugs.</p> <table border="1" data-bbox="778 1036 1842 1214"> <thead> <tr> <th></th> <th>Possession of Illegal Drugs</th> <th>Sale of Illegal Drugs</th> </tr> </thead> <tbody> <tr> <td>1st offence</td> <td>1 year from date of conviction</td> <td>2 years from date of conviction</td> </tr> <tr> <td>2nd offence</td> <td>2 years from date of</td> <td>Indefinite period</td> </tr> <tr> <td>3rd offence</td> <td colspan="2">Indefinite period</td> </tr> </tbody> </table> <p>If convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the longer period of ineligibility will apply.</p>		Possession of Illegal Drugs	Sale of Illegal Drugs	1st offence	1 year from date of conviction	2 years from date of conviction	2nd offence	2 years from date of	Indefinite period	3rd offence	Indefinite period	
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	<p>set aside or otherwise rendered nugatory. The student will lose eligibility again upon a subsequent drug conviction.</p> <p>For complete information, please see the FAFSA web page or contact the Federal Student Information Center at 1-800-4-FED-AID.</p> <p>Drug convictions during enrolment</p> <p>According to the United States Department of Education, if a student is convicted of a drug offence after receiving Federal aid, he or she must notify the Financial Aid Officer at London Contemporary Dance School immediately. The student may be ineligible for further aid in that academic year and required to pay back all US Federal aid received after the date of the conviction. The Financial Aid Officer will work with the student regarding all of the available options.</p>
Vaccinations Requirements	<p>Whilst the School does not require students to be vaccinated it provides the following advice and guidance.</p> <p>There has been a small increase in the rate of meningococcal meningitis or septicaemia in recent years. Young people attending higher education for the first time, especially when living in halls of residence or other shared accommodation, are at a greater risk of this disease particularly in the first few weeks of their first term at university. To achieve maximum protection students should consider immunisation against Meningitis C.</p> <p>During the last few years an increase in cases of mumps among students has been noted; furthermore, there have been occurrences of measles in particular communities in the UK. These can be debilitating illnesses in young people with the possible risk of complications. UK Department of Health advice is that all</p>

Textbook information	Information about any recommended textbooks for your course will be provided. Please note our Library will have relevant books for your programme of study. Should you wish to buy textbooks, you are not required to buy books from a
Freedom of Information and Data Protection	Privacy of student records Your rights under the Data Protection Act 1998 are outlined in The Place Privacy Policy pages. The Freedom of Information Policy is available on page 12 and includes how to make a data access request.
Fire Safety	The school's fire safety policy is available on page 13.
Student Loan Information Published by the U.S. Department of Education	Student Loan information published by the U.S. Department of Education can be found here . London Contemporary Dance School will provide information published by the US Department of Education to students at any time that information regarding loan availability is requested, including the rights and responsibilities of students and schools under Title IV loan programs.
National Student Loan Data System (NSLDS)	Students with loans or requesting prior loan deferment while enrolled at London Contemporary Dance School will have their loan details submitted to the NSLDS and this data will be accessible by guaranty agencies, lenders and schools determined to be authorised users of the data system.
Entrance Counseling for Student Loan Borrowers	Please refer to the <i>How to apply</i> section in our Student Guide to Direct Loans .
Exit Counseling for Student Loan Borrowers	Please refer to the <i>Exit Counseling</i> section on the Student loans website .
Code of Conduct for Education Loans	The US code of conduct stipulates the following: In order to prohibit a conflict of interest when it comes to private education loans, employees with responsibility for US loans are prohibited from the following: <ul style="list-style-type: none"> Making revenue-sharing arrangements with any lender; Receiving gifts from a lender, a guarantor, or a loan servicer; Entering into arrangements providing financial benefit from any lender or affiliate of a lender; Directing borrowers to particular lenders or refusing or delaying loan

Copyright Policy

1. Introduction

Copyright is an intellectual property right designed to allow the author/creator of a work to control its use. London Contemporary Dance School (LCDS) recognises the value of original works and is committed to fostering an environment which encourages creativity and in which third party material is used fairly and lawfully. As such, LCDS endeavours at all times to comply with UK copyright legislation (the Copyright, Designs and Patents Act 1988 and associated regulations and re-enactments) and to adhere to the terms and conditions of copyright licences. Infringements of copyright legislation or licences by any individual may result in legal action against the individual or the School. LCDS considers breach of copyright to be a serious offence and may take disciplinary action where this occurs.

2. Scope of Policy

This Policy takes an overview of copyright laws and covers all printed, electronic and digital copyrighted material used within the scope of school activity. For the avoidance of doubt, this material includes, but is not limited to, text, images, databases, drawings, graphic designs, logos, sound recordings, films, broadcasts, and electronic material stored on local and remote drives and on internet sites.

This Policy is solely concerned with issues relating to the use of third party material.

3. Role of London Contemporary Dance School

Copyright matters at the School come under the aegis of the Learning Resources Manager, who is responsible for providing suitable advice, training and awareness to its staff and students. The Policy and Guidelines may be updated from time to time and when significant changes occur in copyright law.

4. Responsibilities of Members of London Contemporary Dance School

4.1 Implementation

It is the responsibility of the Learning Resources Manager to ensure implementation of this Policy and its associated Guidelines.

4.2 Copyright Guidelines

The guidelines explain in more detail how copyrighted material can be used in the context of the School and determine the rules which apply to different types of media. The guidelines are available on Moodle, our Virtual Learning Environment.

4.3 Copyright Clearance

It is the responsibility of individual members of staff, students or others working on behalf of LCDS to make legitimate use of third party material. This involves ensuring that permission has been granted so as not to infringe any of the exclusive rights of the copyright holder. These exclusive rights are:

- (a) to copy the work;
- (b) to issue copies of the work to the public;
- (c) to rent or lend the work to the public;
- (d) to perform, show or play the work in public;
- (e) to communicate the work to the public;

(f) to make an adaptation of the work or do any of the above in relation to an adaptation Before copying or otherwise using materials authored by others, each individual must determine whether materials are subject to copyright. If so, the contemplated use must be:

- (a) Permitted by licence; or
- (b) Lawful under either –
 - i. Statutory exception;
 - ii. Fair Dealing;
 - iii. Other law.

The individual must obtain permission from the copyright holder if the contemplated use is neither provided for under fair dealing, statutory exception nor otherwise lawful. LCDS holds licences which permit the lawful use of some copyrighted material. See the Guidelines for further details. When permission from a copyright holder is obtained, it should be retained by the individual who requested it until such a time as the use of the copyrighted material is no longer required. If the copyrighted material is transferred to an archive, the permission documentation must be transferred with the item.

4.4 Legal Compliance and Policy Violations

Infringing uses of copyrighted works are subject to penalties including fines and imprisonment under civil and criminal law. Any member of staff who breaches this Policy may be held personally liable for their actions. Deliberate Policy violations by students will be dealt with as cases of academic misconduct and standard disciplinary procedures will apply.

5. Copyright Notices

LCDS will place copyright guidelines adjacent to all relevant equipment that may be used for reproducing copyrighted materials. General guidance on copyright, regulations and licences is coordinated by the Library. Guidance specific to the acceptable use of the School's IT facilities is covered by the Computer Use Policy on pages 8-

Computer Use Policy

1. Our computing resources are provided for educational, training and research purposes. You must not use them for any business or significant personal purposes.
2. Before you use some of our computing facilities, you may have to get authorisation by following our registration procedure. During registration, you may be given a username, preferred name and password to use the computing facilities. Your preferred name can be changed but must remain a true representation of your name as held on School central records.
3. You are responsible for all activities carried out under your username. You must not give your password to anyone else or store it on another computer system. While you are logged into our system with your own identifier, you should not leave your computer unless you can be sure that nobody else can use it while you are away, for example, you have a password-protected screen saver or you can lock the door behind you.
4. Your password must be in line with accepted good practice, so using upper and lower case and numbers to reduce the risk of your account being hacked.
5. No-one must jeopardise the integrity, performance or reliability of computers, networks, software and other stored information that belong to us. In this code, 'software' includes programmes, routines, procedures and their associated documentation which can be used on a computer system, including personal computers and workstations. The integrity of our computer systems is jeopardised if you do not take enough precautions against malicious software (for example, computer virus programmes). You should be aware that email attachments may carry viruses, so if you are in any doubt, you must not open the email if you do not have up-to-date anti-virus software.
6. Just because you are able to do something does not mean that it is acceptable. Existing standards of behaviour apply to computer-based information technology just as they would apply to more traditional media. Examining all the files on your colleague's hard disk is the same as examining their filing cabinet, and trying to find unprotected files on a multi-user system falls into a similar category. While it is possible to send offensive, obscene or abusive information on the computer, this behaviour is not acceptable. For specific services, we may provide more detailed guidelines.
7. You must not interfere with, or try to interfere with, information that belongs to another user. Similarly, no user must make unauthorised copies of information belonging to another user.
8. In exceptional circumstances, we may have to use your email, voice mail or other files to carry out our work or meet our legal obligations. Each action must be authorised by a member of the Senior Management Team and the user must be told. You should be aware that we record the internet services that are used on our network. In exceptional circumstances, information that is being transferred may be analysed on the authorisation of a member of the Senior Management Team. School staff may need to access your email in order to investigate technical problems, in response to a complaint or through a subject access request. Email that is clearly personal may not be opened unless there is good reason to believe that a criminal offence is being committed or a School

regulation is being broken. Messages sent to public areas cannot be regarded as private personal information.

9. Staff who are authorised to reveal data (in storage or transit) must follow strict ethical standards as a condition of their employment. They must only reveal data that is absolutely necessary.
10. Any software or hard copy of data or information which you have not provided or generated, and which may become available by using computing or communications resources, must not be copied or used without our permission or the permission of the software or information provider.
11. You must not break any copyright in documentation or software (or both). The Copyright, Designs and Patents Act 1998 gives copyright owners the right to bring civil proceedings if anyone breaks a copyright and makes it a criminal offence to break certain copyrights. Additionally, users must respect the intellectual property, including but not limited to, trademarks and copyrights, of owners of software and Data stored in or transmitted through London Contemporary Dance School IT Resources, including library and archival resources. This includes downloading material, such as music or films, from file-sharing sites without the copyright holder's permission.
12. You must not use any School computing or network resources to use or publish material that is obscene, libellous or defamatory, or breaks our code of practice concerning harassment. You are personally responsible for your contributions to any School computing system.
13. Software or information we have provided may only be used for educational purposes unless agreed otherwise. You agree to follow all the licensing agreements for software that we have entered into.
14. You agree to follow the conditions of the Computer Misuse Act (1990), the Criminal Justice and Public Order Act 1994, the Data Protection Act (1998) and other relevant Acts.
15. You must not do anything that damages our reputation or that of our staff or students.
16. You may only use approved School links to other computing facilities which you are authorised to use. When using external facilities, you must also follow their rules or code of conduct.
17. People who break this code of conduct may have to face our disciplinary or criminal procedures (or both).

Drugs and Alcohol Policy

1. Introduction

1.1 London Contemporary Dance School (LCDS) has a commitment to enhancing the health and safety and well-being of students and recognises the risks that may be caused by the misuse of alcohol, drugs and other substances.

1.2 LCDS in no way condones the misuse of drugs or alcohol and will balance disciplinary action with appropriate support for students who misuse them.

1.3 LCDS recognises however that alcohol and drugs will play a part in the lives of some people and will be sympathetic to problems arising from misuse of these substances whilst not condoning such misuse.

1.4 The policy aims to facilitate the early identification of such problems and to encourage students to seek advice, help and assistance voluntarily before their studies, or those of others, are adversely affected. LCDS will achieve these goals through educational, counselling and disciplinary approaches.

2. The Legal Context

2.1 The law regulating dangerous and otherwise harmful drugs is the Misuse of Drugs Act 1971 (Amendment) Order 2012, which makes it clear that it is an offence for 'the occupier or someone concerned in the management of any premises knowingly to permit or suffer on those premises the smoking of cannabis; or the production, attempted production, supply, attempted supply, or offering to supply of any controlled drug'.

2.2 LCDS regulations state that "The possession, storage, sale, use or misuse of a controlled drug as defined by the Misuse of Drugs Act 1971 (as amended from time to time) on school property" is a Disciplinary Offence.

2.3 The Health and Safety at Work Act 1974 requires LCDS to do what is reasonable to protect the health and safety of staff, students and visitors. Drug and alcohol misuse can have an impact on the health and safety of an individual and also for others, for example students in shared accommodation or staff having to handle illegal substances and drug-related paraphernalia.

2.4 LCDS has a responsibility to uphold the law. Students who contravene the legislation, outlined above, may be subject to disciplinary action by the institution and this may include reporting incidents to the Police.

Further details of the legal context can be found on the following website:

gov.uk

3. Management

3.1 Where there is physical evidence of illegal substances having been used on site, Security will be informed and the evidence removed for safekeeping. Where necessary, the Police will be informed.

3.2 Where breaches of LCDS regulations surrounding drugs and/or alcohol are suspected, an investigation will take place. Disciplinary action may be taken against students involved but the main aim of the process is to educate students rather than to impose penalties.

3.3 LCDS will take action to prevent injury, damage or other serious risk where, as a result of substance misuse, a student acts in such a way as to endanger him/herself and/or others. A student believed to be under the influence of illegal drugs, legal highs or alcohol may, for example, be asked to leave a class, lecture or seminar, or be removed from The Place premises.

3.4 4 Persistent or serious breaches of LCDS regulations surrounding drugs and alcohol may result in exclusion or expulsion from the school.

4. Help and Advice

4.1 LCDS regards an individual's dependency on either drugs or alcohol as a health problem. If a student reports the matter to Student Services or to their Personal Tutor and agrees a programme of rehabilitation then LCDS will allow reasonable absences for advice and/or treatment as 'sick leave' and will take this into account when assessing course work and exam results, provided the student has kept Student Services informed of their progress and it is clear that they are attempting to resolve any difficulties they may have.

4.2 If assessments or deadlines are missed, or attendance falls below acceptable levels, the Concessions Board would review such instances in the same way as any absence is reviewed and where necessary, students must provide confirmation from their GP (or an external agency if appropriate) to confirm their attendance and progress. There will be no unnecessary disclosure of information and confidentiality will be respected.

4.3 For those wishing to discuss problems related to the use of drugs or alcohol, advice is available from the School's Student Services. If a student believes that someone has difficulty in controlling their use of alcohol or drugs they should encourage them to seek support. If they are concerned that they are a danger to themselves or others it is recommended that a member of the Student Services team be informed.

Further details of support available can be found on the following websites:

drinkaware.co.uk

thenationalstudent.com

5. Education

5.1 LCDS will endeavour to increase awareness and understanding of drug and alcohol related issues in a number of ways:

5.1.1 will distribute publicity material to raise student awareness e.g. posters and leaflets.

5.1.2 Training will be provided to relevant staff.

6. Conclusion

6.1 LCDS has responsibilities to its students and staff and recognises the importance of providing a safe place to work and study.

6.2 LCDS will ensure that appropriate support and advice is available to students but will also take disciplinary action, where illegal activities are taking place and particularly when they endanger the individual student or other members of LCDS, The Place or others.

This policy only covers London Contemporary Dance School and a separate policy for The Place will supersede this policy where students are not in school activity.

Freedom of Information Policy Statement Freedom of

Information Act

The Act gives the public a general right of access to information held by public authorities. The Act also requires public authorities to have an approved publication scheme, which is a means of providing access to information which an authority proactively publishes.

The Place recognises its responsibilities under the act through the Conservatoire for Dance and Drama (CDD) and Arts Council England (ACE).

Requests for Information

Requests for information should be directed through the publication schemes of CDD for any queries related to London Contemporary Dance School and through the Arts Council England for any other matters.

The Registrar
Conservatoire for Dance & Drama, Tavistock House
Tavistock Square London WC1H 9JJ
Tel: +44 (0)20 7387 5101

Officer, Freedom of Information Arts Council
England
14 Great Peter Street London
SW1P 3NQ
foi@artscouncil.org.uk

Details of their publication schemes can be found on their websites
cdd.ac.uk

artscouncil.org.uk

Fire Safety Information

1. Fire Alarm System

Fire alarms are situated throughout the building and are tested each week on Tuesday mornings at 10.20. There is no need to evacuate the building during the testing. The fire alarm systems in the building are monitored by Reception. There is no direct link to the fire brigade.

2. Smoke and Heat Detectors

There are smoke and heat detectors in the building.

3. Fire Safety Education and Training

If the fire alarm goes off the building must be evacuated immediately (except during the weekly fire alarm tests). Evacuation exits are marked by green signs and in an evacuation you should go to the designated evacuation locations:

Flaxman Terrace – assemble at Mabels Pub Duke's Road –
assemble at Woburn Walk

During an evacuation you should follow all instructions from the Fire Wardens. You should re-enter the building only when told it is safe to do so.

Fire drills will be undertaken at regular intervals.

4. Policies on portable electrical appliances, smoking and open flames

Smoking is prohibited inside the building and only PAT tested heating appliances may be used. Candles, nightlights (including "fairy" lights), joss sticks or any other naked flames, as well as flammable materials such as charcoal are prohibited from use in the building.