

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 this sets out London Contemporary Dance School's (LCDS) and your respective rights and obligations including but not limited to circumstances in which sums paid to LCDs will be refunded. It also sets out the potential consequences if you fail to make payment, which includes LCDS'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 LCDS taking legal action against you to recover outstanding amounts.

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 LCDS.

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 LCDS 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 maybe 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 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 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. LCDS will require you to pay a deposit to confirm the offer of a place on a course. Payment of the deposit formally establishes a contract between you and the school. 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 calendar days of the date of your deposit payment, formally accepting the offer of a place on a course of study.

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, or if you are being sponsored, at or before enrolment (or re-enrolment 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 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 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, course fees are due for payment either in full on or before enrolment or by three (termly) instalments over the year. Instalment plans must be approved by the Finance Office prior to enrolment. 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 fees, full payment must be made or an instalment plan agreed with the Finance Office for the shortfall. To set up an instalment plan or for further information, please contact student-finance@theplace.org.uk.

5.6. For students with UK Postgraduate Loans, tuition fees must be paid prior to starting the course or an instalment plan agreed with the Finance Office. To set up an instalment plan or for further information, please contact student-finance@theplace.org.uk.

5.7. Late or non-payment may result in your removal from any instalment plan for course fees.

5.8. You are advised, at the earliest opportunity, to inform LCDS of any variation to your situation which may affect the payment of course 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 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 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 Student Services and International Development on mark.tyler@theplace.org.uk

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 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: full fees

6.4. For postgraduate students, who may enrol on the course 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 term of study: full fees

6.5. Students who are in receipt of course 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 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 6.3.

6.6. Where you choose to leave or intermit from your course during the academic session, 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 fees charged for any period for which you are registered during that session.

6.7. Students returning after a period of intermission will be liable for the 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 course. Any award will cease and no further payment made upon withdrawal or intermission of study.

7. Debts and re-enrolment

7.1. If you do not pay course fees in accordance with these terms, LCDS reserves the right to cancel your place on the course, and/or suspend 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 course.

7.3. Final year students may not be able to graduate if they owe any outstanding tuition fees to LCDS.

7.4. Final year students with any outstanding tuition fees after the last day of their final term of study and who intend to seek an instalment plan will 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 session will not be permitted until 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