



Central School of Ballet

Tuition Fee Policy

2018 - 2019

Tuition Fee Policy

Key parts of this fees policy are reproduced in the terms and conditions document. The Tuition Fee Policy applies to Undergraduate and MA Choreography students.

1. Introduction

- 1.1. It is important that you read this Fees Policy carefully as this sets out Central School of Ballet's and your respective rights and obligations including but not limited to circumstances in which sums paid to Central School of Ballet will be refunded. It also sets out the potential consequences if you fail to make payment, which includes Central School of Ballet'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 Central School of Ballet taking legal action against you to recover outstanding amounts.

2. Course fees

Course fees include: tuition and assessment costs. Course fees do not include:

1. Private Medical Insurance (currently provided by AXA PPP Healthcare) which is charged at cost by Central.
2. University of Kent registration fee (Overseas students only)
2. Schools uniform, which is mandatory.
3. English as a Foreign Language classes if English is not your first language.
4. Resources fee which covers the cost of costume and castanet loan, locker hire and library resources over the full duration of the course.

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 Central School of Ballet and published at <http://www.centralschoolofballet.co.uk/sscosts.php>
- 3.2. For students paying Home / EU undergraduate fees who are new entrants to a course prior to 2018/19, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course.
- 3.3. For students who are not Home / EU undergraduate student and who were new entrants to a course prior to 2018/19, the course fee paid in your first year of study may be increased in subsequent years by an amount that would not exceed an inflationary amount determined in accordance with the CPI, being the Consumer Price Index.
- 3.4. For students paying Home / EU undergraduate fees who are new entrants to a course in 2018/19 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 students who are not Home / EU undergraduate student and who were new entrants to a course in 2018/19, the course fee paid in your first year of study maybe increased in subsequent years in accordance with the CPI, being the Consumer Price Index.

4. Deposits and acceptance fee

- 4.1. For students paying Home / EU fees, Central School of Ballet will require you to pay an acceptance fee to confirm the offer of a place on a course. Acceptance fees 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 days of the conclusion of your contract with Central School of Ballet.
- 4.2. For students who are not paying Home / EU fees, Central School of Ballet will require you to pay an acceptance fee to confirm the offer of a place on a course. Acceptance fees 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 days of the conclusion of your contract with Central School of Ballet. In addition to this, Central will also require you to pay one term's tuition fee deposit which is payable in advance one month before the first day of the academic year. This deposit will be refunded on completion of studies and after satisfactory student debtor account reconciliation.
- 4.3. It is your responsibility to ensure that any acceptance fee and deposits are 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. For students paying Home / EU fees who are intending to pay their course fee through a student loan, at or before enrolment (or re-enrolment for continuing students) you must provide written confirmation that you have been approved for a fee loan for the next year of study. Failure to do so, Central School of Ballet may require that you pay the first instalment of your fees yourself. Central School of Ballet 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 Central School of Ballet 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 Central School of Ballet has received cleared funds.
- 5.4. For Home / EU self-paying students, course fees are due for payment in 3 instalments over the year - 34% to be paid two weeks prior to the start of the year, 33% at the start of the second term and 33% at the start of the third term. Unless you have the prior written agreement of Central School of Ballet to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 5.5. For students who are not paying Home / EU fees, the full course fee, including all other related fees for each year becomes payable in advance one month before the first day of the academic year. Unless you have the prior written agreement of Central School of Ballet to an instalment plan, course fees must be paid in accordance with this.

- 5.6. Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.7. You are advised, at the earliest opportunity, to inform Central School of Ballet of any variation to your situation which may affect the payment of course fees.

6. Course fees and withdrawal or intermission from the course

- 6.1. If you cease to be a student of Central School of Ballet, because for example you withdraw or Central School of Ballet 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. If a student decides to withdraw from Central School of Ballet, one full term's fees will be charged in lieu of the required notice as set out in Central School of Ballet's Terms and Conditions, in addition to any fees due for the term in which the notice is given.
- 6.3. Students who are in receipt of course fee loan funding from the relevant funding body (*Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) should be aware that any reduction in tuition fees charged or notice of withdrawal is notified directly to the relevant funding body.
- 6.4. If a student decides to intermit from their studies due to exceptional circumstance following mutual agreement between the student and Central School of Ballet, then the same notice period is required in terms of fees as is the case for a withdrawal. Should the intermitting student return to their course of study at Central School of Ballet within an agreed period Central School of Ballet may decide to waive some or all of the notice related fee payments due. The decision to waive some or all of the notice period related fee payments due will be considered on a case-by-case basis by the Director.

7. Debts and re-enrolment

- 7.1. If you do not pay course fees in accordance with these terms, Central School of Ballet reserves the right to withdraw/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 programme.
- 7.3. Final year students may not be able to graduate if they owe any outstanding tuition fees to Central School of Ballet.

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 and Operations or his/her nominated officer.

9. Further information

- 9.1. If you have any questions regarding funding or fee payment, email the Senior School Manager, Josephine Alsinger at Josephine.Alsinger@csbschool.co.uk.