

## CENTRAL SCHOOL OF BALLET

### MA CHOREOGRAPHY

New Entrants from January 2022

## TERMS AND CONDITIONS ANNEX A Fees Policy for Students

***This Fees Policy applies to the Central School of Ballet MA Choreography course. It does not apply to any other courses or include other courses of higher education delivered by Central School of Ballet.***

***Please note that this Fees Policy forms part of the MA Choreography Terms and Conditions (January 2022 entry) as Annex A to the Terms and Conditions.***

Key parts of this fees policy are reproduced in the Central School of Ballet MA Choreography Terms and Conditions (in particular, Section 10 'Fees and Costs').

### 1. Introduction

1.1. It is important that you read this Fees Policy carefully as this sets out the respective rights and obligations of you, Central School of Ballet ("the School"), and (if applicable) the Conservatoire for Dance and Drama ("the Conservatoire"), including but not limited to circumstances in which sums paid to Central School of Ballet and/or the Conservatoire will be refunded. It also sets out the potential consequences if you fail to make payment of Course fees, which includes the School's ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of Course fees and/or non-academic charges could result in Central School of Ballet and, if applicable, the Conservatoire, taking legal action against you to recover outstanding amounts.

1.2. This Fees policy does not cover refunds and compensation under the Student Protection Plan<sup>1</sup>. Please see the [Conservatoire Refunds and Compensation Policy](#) for further information, or in the event that Central School of Ballet becomes independently registered with the Office for Students and ceases to be a Member School of the Conservatoire for Dance and Drama, please see the School's equivalent policy which will be published in the postgraduate section of the School's Policies and Procedures website page at <https://www.centralschoolofballet.co.uk/about-us/policies-procedures/>.

### 2. Course fees

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<sup>1</sup> You can find both the Student Protection Plan (SPP) and the Conservatoire Refunds and Compensation Policy at <http://www.cdd.ac.uk/policies/student-related-policies/>.

- 2.1. Applicants who are offered a place on the MA Choreography will be assessed by the School, in consultation as necessary and applicable with the Conservatoire, to determine their Course fee status, ahead of the offer being made.
- 2.2. The Course fee status of individual applicants will be determined prior to an offer being made of a place to study on a Conservatoire Course of study. The Course fee status will be assessed and determined by Central School of Ballet operating the relevant Course to which the applicant has applied, in consultation as necessary and applicable with the Conservatoire for Dance and Drama. Course fee status will be set as either 'Home' or 'Overseas' and will be confirmed at the point of offer, in the offer letter.

### **3. Fee levels and increases**

- 3.1. The annual levels of Course fees for students shall be set annually and published in the MA Choreography Course Summary document. Course summary documents can be accessed via <https://www.centralschoolofballet.co.uk/about-us/policies-procedures/>.
- 3.2. For students paying Home fees who are new entrants to a Conservatoire course of higher education in 2021/22 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 amount determined in accordance with measures set by Government. Any such increased fees will not exceed the fee cap current in respect of the relevant period. For more information, please consult the [Conservatoire's Fees Policy](#), Annex A to these Terms and Conditions.
- 3.3. The above term applies to all students paying Home fees, whether you are funded via the Student Loans Company or an equivalent funding body, or you are self-funded
- 3.4. For students paying Overseas fees who are new entrants to a Conservatoire course of higher education in 2021/22 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 but will not exceed 5% in any one year

### ***Associated additional Course costs***

- 3.5. Any associated additional course costs for the MA Choreography shall be set annually by Central School of Ballet and published in the relevant course summary document. Course summary documents can be accessed via <https://www.centralschoolofballet.co.uk/about-us/policies-procedures/>. You are advised to contact the course lead: [Susan.Kempster@csbschool.co.uk](mailto:Susan.Kempster@csbschool.co.uk) or [info@csbschool.co.uk](mailto:info@csbschool.co.uk) for any further information.
- 3.6. Course fees do not include some personal materials, such as practice clothes/kit and books. You should look on the relevant Course Summary Document for your course for more information on additional costs.

### ***Students paying Home fees***

- 3.7. For students paying Home fees who are new entrants to a Conservatoire course of higher education in 2021/22 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 amount determined in accordance with measures set by Government. Any such increased fees will not exceed the fee cap current in respect of the relevant period.
- 3.8. The above term applies to all students paying Home fees, whether you are funded via the Student Loans Company or an equivalent funding body, or you are self-funded.
- 3.9. You may be eligible for Trust funding towards the cost of the Course fees, currently provided by the Leverhulme Trust. The funding available for individual applicants will be determined prior to an offer being made of a place to study and will be confirmed at the point of offer, in the offer letter.

### ***Students paying Overseas fees***

- 3.11 For students paying Overseas fees who are new entrants to a Conservatoire course of higher education in 2021/22 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 but will not exceed 5% in any one year.
- 3.12 **If you do not pay Course fees in accordance with these terms, the School reserves the right to withdraw your place on the course, and/or suspend or withdraw you from the course until any Course fee debt is paid or cancelled by the School in accordance with the MA Choreography Fees Policy. If you cease to be a student of the School, because for example you withdraw or your registration is terminated by the institution, you may still be liable for any Course fees and/or other charges which are outstanding, in accordance with the Fees Policy.**

## **4. Payment of Course Fees**

- 4.1. The full Course fee for each year is due on enrolment and at re-enrolment each year, unless an alternative instalment plan has been agreed with the Central School of Ballet.
- 4.2. **If you are intending to pay your 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 relevant year of study. Failure to do this may mean that Central School of Ballet may require that you pay the first instalment of your fees yourself. The School reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.**
- 4.3. It is your responsibility to ensure that Course fees and other 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 the School (or, if applicable, the Conservatoire) has received the requisite funds.
- 4.4. Where the School exceptionally permits attendance whilst a Course fee instalment is outstanding, the period of attendance with outstanding fees will not normally exceed one month from the date that the instalment is due. Where an alternative instalment plan has not been agreed, the School reserves the right to suspend or withdraw the student in accordance with Section 9 of the Terms and Conditions for non-payment of fees.

### **Schedule of payments for Course Fees**

5.5 Fees for Courses, while falling due on the first day after enrolment, are normally payable on a cycle of instalments that is varied according to the fee status of MA Choreography students (e.g. whether they are assessed for 'home fees' and in receipt of government funding, or otherwise). Please see the table below (Table 2) for the schedule when payment of fees is due.

<b>Table 2: Fee Payment Schedule</b>		
<b>Fee Status</b>	<b>How much is due</b>	<b>When payments are due</b>
<b>Home fee status FUNDED</b>	Subject to the student meeting their obligations to the Student Loans Company (SLC) or equivalent UK funding body (eg SAAS), payments will be accepted according to the SLC's payment schedule.	
<b>Overseas fee status FUNDED</b>	Subject to the student meeting their obligations to their funding body (e.g. US Federal Student Aid), payments will be accepted in accordance with that funding body's payment schedule.	
<b>Home fee status SELF-FUNDED and Overseas fee status SELF-FUNDED</b>	33% of the full year's fee	This instalment of course fees is <b>due in full</b> by 5pm no later than 14 calendar days after the date of your enrolment.
	33% of the full year's fee	This instalment of fees is due on or by the first date of Term 2
	34% of the full year's fee	This instalment of fees is due on or by the first date of Term 3

### **Students who are self-funding**

5.6. For self-funded students, Course fees are due for payment in 3 instalments over the year as set out in Table 2 above. Unless you have the prior written agreement of the Conservatoire and Member School to a different schedule of instalments, Course fees must be paid in accordance with this schedule of instalments.

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

5.8. You must, at the earliest opportunity, inform the School of any variation to your situation which may affect the payment of Course fees.

### **Students who are supported by Trust funding**

5.9 If your course fees are supported by Trust funding, this will be confirmed at the point of offer, in the offer letter. The full Course fee for each year is due on enrolment and paid directly to Central School of Ballet in accordance with that the Trust's payment schedule.

## 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 the School 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 Central School of Ballet is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission. These will be governed by the academic regulations of the validating university.

6.3. For students who withdraw or intermit their studies, an adjustment to the annual Course fee will be calculated in accordance with Table 3 'Course Fee Liability if you withdraw or suspend studies':

<b>Table 3 Course Fee Liability if you withdraw or suspend studies:</b>		
<b>Fee Status</b>	<b>Withdrawal or suspension date</b>	<b>Course fee liability: what you will owe</b>
<b>All students covered by this Fees Policy, whether Home / Overseas fee status, and whether funded or self-funded</b>	Withdrawal of new student within induction week, prior to start of term's teaching, up to and including the end of week 2 of Term 1	0% of full year's fee  You may owe an amount of the Course Deposit, as stated in the relevant Member School's Course Deposit Policy
	Withdrawal on or after the first day of week 3, <b>Term 1</b>	33% of full year's fee
	Withdrawal on or after the first day of <b>Term 2</b>	66% of full year's fee
	Withdrawal on or after the first day of <b>Term 3</b>	100% of full year's fee

6.4. Students who are in receipt of course fee loan funding from a UK 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 is notified directly to the relevant funding body.

6.5. Where you choose to leave or intermit on your course during the academic session, your account with Central School of Ballet and, if applicable, the Conservatoire 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.

**6.6. Students who are in receipt of Trust funding are subject to the same Course fee liability set out in the table above. Where you choose to leave or intermit on your course during the academic session, your account with Central School of Ballet and, if applicable, the Conservatoire will be re-calculated accordingly. You will have no claim to a refund for fees charged for any period for which you are registered during that session, and no further funding beyond the point of withdrawal or intermission.**

## **7. Debts and re-enrolment**

**7.1. If you do not pay Course fees in accordance with these terms, Central School of Ballet and the Conservatoire reserve the right to:**

- 7.1.1. cancel or withdraw your place on the course, and/or**
- 7.1.2. suspend or withdraw you from the course, and/or**
- 7.1.3. to withhold awards until any fee debt is paid or cancelled.**

7.2. Any student who has not paid their Course 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 have any outstanding Tuition (Course) fees owing to Central School of Ballet and/or the Conservatoire.

## **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. Central School of Ballet has a nominated officer to oversee and manage such arrangements. Any variations to these terms will be negotiated with you via the nominated officer in the School. Please contact the School manager: Josh.Yeardley@csbschool.co.uk with any queries in the first instance.

## **9. Further information**

9.1. If you have any questions regarding funding or fee payment, please contact the Senior School Manager: [Josh.Yeardley@csbschool.co.uk](mailto:Josh.Yeardley@csbschool.co.uk) in Central School of Ballet or [info@csbschool.co.uk](mailto:info@csbschool.co.uk). Relevant School staff contact details for queries about the MA Choreography Course will be provided in the offer letter (the letter issued by the School at the point of the offer of a place to study on the MA Choreography Course).