

Central School of Ballet Course Deposit Policy

1. Introduction

- 1.1 **Central School of Ballet** is a Member School of the Conservatoire for Dance and Drama. The Conservatoire for Dance and Drama is the registered Higher Education Provider with the Office for Students.
- 1.2 This **Central School of Ballet** Course Deposit Policy ('this Policy' or 'the Policy') is published in accordance with the Conservatoire for Dance and Drama's Course Deposit Policy Framework, and forms part of the [Conservatoire's Fees Policy](#) (Annex A of the [Conservatoire Terms and Conditions](#)) for students beginning a Conservatoire course of study with the Conservatoire from September 2021 onwards.

2. Scope of this Policy

- 2.1 The Scope of this Policy is limited to Course Deposits for Conservatoire Courses of Higher Education delivered by **Central School of Ballet**.
- 2.2 Where a Member School charges course deposits for courses delivered by the School that are not Courses of Higher Education ('other School course deposits'), these deposits do not fall under the scope of this Policy. Please [see here](#) for where to find relevant information on other School course deposits.
- 2.3 It is the decision of each Member School of the Conservatoire with regard to whether or not a Course Deposit applies to a Course of higher education.
- 2.4 Where a Course Deposit applies, it is the decision of each Member School of the Conservatoire to determine:
- 2.4.1 the Course Deposit amount (which may differ between Courses);
 - 2.4.2 the schedule of payments and date by which all or part of a Course Deposit is due.
- 2.5 All School Course Deposits that apply to a Conservatoire Course of higher education will be set in accordance with the Conservatoire Course Deposit Principles (see Section 2 of this Policy and also Table 1 of the [Conservatoire's Fees Policy](#), Annex A of the [Conservatoire Terms and Conditions](#)).

3. Conservatoire for Dance and Drama Course Deposit Principles

3.1 The Conservatoire for Dance and Drama Course Deposit Principles apply to all Member School Course Deposit Policies for Conservatoire Courses of higher education, and therefore these Principles apply to this Policy. These are agreed principles established by the Conservatoire, and are published in Table 1 of the [Conservatoire's Fees Policy](#) (Annex A of the [Conservatoire Terms and Conditions](#)).

3.2 In accordance with the Conservatoire Course Deposit Principles:

3.2.1 **Central School of Ballet** Course Deposit Policy applies to all **Central School of Ballet** students covered by the Conservatoire Fees Policy (starting a course on or after September 2021), regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.

3.2.2 The terms and conditions of all Course Deposits charged by **Central School of Ballet** for a Course of higher education are set out in this Policy;

3.2.3 The amount a Member School will charge for a Course Deposit is set by the School, but will not exceed 33% of the full year's Course Fee of the first year of registration on the course, or £3083, whichever is the lower amount.

3.2.4 A link to the relevant Course Deposit amount can be found in the relevant Course Summary Document. The relevant School webpages containing Course Summary Documents for each Conservatoire Course of higher education can be found via the following link: <http://www.cdd.ac.uk/courses/>

3.2.5 If a Course Deposit is charged by **Central School of Ballet**, the School will notify a successful applicant in the letter formally offering them a place to study (the '**Offer Letter**'), of the deadline by which the Course Deposit must be paid. This will usually be in advance of the student enrolling on the Course. Please see this Policy for further information about the Course Deposit, and contact The Senior School Manager, josh.yardley@csbschool.co.uk with any queries.

3.2.6 Details of who to contact with any queries regarding the Course Deposit will also be provided in the Offer Letter.

3.2.7 The Course Deposit is fully refundable if the student should choose to exercise their right to cancel within the 14-day cooling period as outlined in Section 23 of the Terms and Conditions ('Your Right to Cancel within the first 14 days').

[cont...]

Students in receipt of CDD Scholarship/Care Leavers' Bursary

- 3.2.8 If a student is assessed¹ by the Conservatoire and Member School as falling within the criteria as specified in the Conservatoire's Scholarship Scheme and/or the terms of the Care Leavers' Bursary, including (but not limited to) a low-income family as specified in the Conservatoire's Audition Fee Waiver Scheme, where a Member School charges successful applicants a Course fee deposit, none of the Course fee deposit will be required to be paid in advance. The first instalment of Course fees paid to the Conservatoire will act as the deposit for students who meet these criteria.

4. Terms and Conditions of Central School of Ballet Course Deposits

How a Course Deposit can be paid

- 4.1 Details of how to pay the Course Deposit will be set out in the Offer Letter to successful applicants who are offered a place on the relevant Course.

Payment deadlines

- 4.2 **The Central School of Ballet** will notify successful applicants who are offered a place on a Course of higher education delivered by **The Central School of Ballet** of any Course Deposit amount required to be paid in advance of enrolment. This information will be provided in the Offer Letter offering a place on the Course.
- 4.3 Successful applicants are usually given 14 days to make their deposit payment, in line with our Terms and Conditions which you can find [here](#).

Implications of non-payment of the Course Deposit by the due date

- 4.4 Where a Course Deposit is required, the deadline for paying the Course Deposit (including, if applicable, the deadline for any partial 'up front' payment of the Deposit) will be included in the Offer Letter. The deadlines will vary depending on the Course.

If you fail to pay the required Deposit amount(s) by the stated deadline(s), your offer may be withdrawn.

If you are having difficulty meeting our deposit deadline due to the Covid-19 pandemic, please contact The Senior School Manager. An extension to the payment deadline may be considered, at the discretion of the School, where the School is satisfied that sufficient grounds exist to extend the normal deadline.

To contact the Senior School Manager with any queries or concerns, please email josh.yeardley@csbschool.co.uk

Course Deposit payment amounts

¹ Applicants who are offered a place on a Conservatoire course of study will be assessed by their School, in consultation with the Conservatoire as necessary, to determine their fee status, ahead of the offer being made. The fee status of the individual applicant will be confirmed at the point of offer, in the offer letter.

4.5 Course Deposit amounts for Courses delivered by the Central School of Ballet can vary. Please see the relevant Course Summary Document, which sets out whether a Course Deposit applies to that Course and if so what the Course Deposit amount for the intake year is. The Course Deposit amount will also be set out in the Offer Letter to successful applicants offering them a place on the Course.

4.6 Course Deposit amounts may be increased or decreased for the following year of entry but will not exceed the maximum amount set out in the Conservatoire's Course Deposit Principles (see Section 3 of this Policy).

Course Deposit payment schedule

The Course Deposit is due upon receipt of invoice which will be issued to the student prior to the first term commencing. Payments are usually due 30 days from the date of issue.

4.7 Where a Course Deposit applies to a Course of higher education, it is the decision of each Member School of the Conservatoire to determine the Course Deposit amount, which may differ between Courses, and the schedule of payments and date by which all or part of a Course Deposit is due. The precise amount in £sterling can be found in the relevant Course Summary document for each course. Course Summary documents can be located on each School's website, which can be accessed via <http://www.cdd.ac.uk/courses/>.

5. School Course Deposit Waivers

5.1 A Course Deposit Waiver might be considered by the School in exceptional circumstances. Exceptional circumstances would normally include (but are not limited to) the following:

- A substantial reduction in household income that would place the applicant within the threshold for falling under the definition of 'low-income family';
- A significant change in personal circumstances that has had a demonstrable negative impact on financial affairs.

The School will not normally consider requests for Course Deposit waivers that do not fall within the above definitions, except where it is satisfied that there are reasonable and justified exceptional grounds to do so.

6. Course Deposit Refunds

6.1 Should an applicant wish to request a refund, they should email the Senior School Manager at josh.yeardley@csbschool.co.uk at their earliest convenience. Applicants will be eligible for a Course Deposit Refund if any of the following things happen within 14 days of the Course Deposit payment being made:

- The applicant's Student Visa has been refused, or
- If the conditions of a conditional offer have not been met after all or part of the Course Deposit has been paid.

Should an applicant's Student Visa be refused, the applicant must inform the Central School of Ballet within 7 days to request a refund of the Course Deposit.

Deadline for requesting a Course Deposit Refund

- 6.1.1 Requests for Course Deposit Policy Refunds should be made at the earliest opportunity.
- 6.1.2 Applicants requesting a Course Deposit refund for any reason within 14 days after the payment date will be refunded in full.
- 6.1.3 Course Deposit Refund requests received more than 14 days will only be considered if:
 - The applicant's Student Visa has been refused, or
 - If the conditions of a conditional offer have not been met after all or part of the Course Deposit has been paid.

Supporting evidence must be provided in order for a request to be considered. Such evidence should consist of a copy of official documentation establishing that the relevant conditions have not been met, eg confirmation from UKVI regarding Student Visa refusal, or confirmation from the relevant English Language Test Centre where English Language requirements have not been met.

Course Deposit Refund Eligibility

- 6.2 If no attempt has been made by the applicant to meet the required conditions attached to their conditional offer of a place to study on the Course after the conditional offer was made, the Course Deposit will not be refundable.
- 6.3 Applicants whose Student Visa application is rejected due to fraudulent documentation or due to conditions which the applicant could reasonably have foreseen will not be eligible for a refund.
- 6.4 Where an application is found to be false, fraudulent and misleading resulting in either the withdrawal of an offer in accordance with the [Conservatoire Admissions Policy](#), or under the Non-Academic Misconduct Policy and Procedures if a student has already enrolled, the Course Deposit Policy or any portion thereof that has already been paid to the School will not normally be refunded to the applicant/student.
- 6.5 In the unlikely event that the Course is cancelled, a full refund of the Course Deposit will be made.
- 6.6 The Course Deposit is set against the fees for the final term of the course.

6.7 Should a student receive a Course Deposit refund, the payment will be made from The Central School of Ballet to the student via a Bank transfer. Students will be contacted in advance to confirm their correct bank details and to have the refund amount confirmed.

7. Complaints

7.1 Complaints or queries about a Course Deposit by applicants or individuals who are not registered with the Conservatoire for Dance and Drama and enrolled on a Course of higher education should be raised directly with the School. In the first instance we would expect any complaint to be raised directly with the member of staff concerned by speaking to the member of staff directly or by contacting the school via a phone call. But if concerns cannot be satisfactorily resolved informally through that member of staff and their line manager, then the formal complaints procedure should be followed. Complaints can be made in writing to: the Executive Director, Central School of Ballet, 10 Herbal Hill, Clerkenwell Road, London EC1R 5EJ or via email to info@csbschool.co.uk

7.2 Complaints about a Course Deposit by students who are registered with the Conservatoire for Dance and Drama and enrolled on a Course of higher education with **The Central School of Ballet** may be raised using the [Conservatoire Student Complaints Procedure](#). The complaint should be raised at the earliest opportunity and in any case in respect of submitting a formal Stage Two Complaint no later than three months from the complainant being aware of the incident/sequence of events giving rise to the complaint. Only exceptionally and at the discretion of the Conservatoire Academic Registrar or nominee will a complaint raised after this deadline be considered.