

# Central School of Ballet

## Central School of Ballet

Admissions Policy

Entry 2020 – 2021

## Contents

|  |           |
|--|-----------|
| <b>1. ADMISSIONS POLICY STATEMENT.....</b>   | <b>4</b>  |
| <b>1.1 Conservatoire for Dance and Drama Admissions Policy Statement.....</b>  | <b>4</b>  |
| <b>1.2 Equality and Diversity.....</b>   | <b>4</b>  |
| <b>2. FOUNDATION DEGREE IN PROFESSIONAL DANCE AND PERFORMANCE &amp; BA (HONS) DEGREE IN<br/>PROFESSIONAL DANCE AND PERFORMANCE ADMISSIONS.....</b> | <b>5</b>  |
| <b>2.1 Age.....</b>  | <b>5</b>  |
| <b>2.2 Audition and Academic Requirements. ....</b>  | <b>5</b>  |
| <b>2.3 English Language.....</b>   | <b>5</b>  |
| <b>2.4 Overseas Applicants.....</b>  | <b>5</b>  |
| <b>3. RECRUITMENT.....</b>   | <b>6</b>  |
| <b>3.1 Marketing.....</b>  | <b>6</b>  |
| <b>3.2 Participation and Outreach.....</b>   | <b>6</b>  |
| <b>4. SELECTION.....</b>   | <b>6</b>  |
| <b>4.1 Application Procedure.....</b>  | <b>6</b>  |
| <b>4.2 Audition Fee.....</b>   | <b>7</b>  |
| <b>4.3 Audition Fee Waiver.....</b>  | <b>7</b>  |
| <b>4.4 Withdrawals Prior to Audition and Changes to Audition Date.....</b>   | <b>7</b>  |
| <b>4.5 Information to Applicants Pre-Audition.....</b>   | <b>7</b>  |
| <b>4.6 Audition and Selection Procedure.....</b>   | <b>7</b>  |
| <b>4.7 Remote Auditions Procedure.....</b>   | <b>8</b>  |
| <b>4.8 Class and Private Audition Procedure.....</b>   | <b>8</b>  |
| <b>4.9 Offer.....</b>  | <b>8</b>  |
| <b>4.10 Waiting List.....</b>  | <b>8</b>  |
| <b>4.11 No Offer.....</b>  | <b>8</b>  |
| <b>4.12 Communications with a Third Party.....</b>   | <b>8</b>  |
| <b>4.13 False, fraudulent or misleading information provided by applicants.....</b>  | <b>8</b>  |
| <b>4.15 Complaints and Appeals.....</b>  | <b>9</b>  |
| <b>5. ENROLMENT.....</b>   | <b>9</b>  |
| <b>5.1 Pre-enrolment Information.....</b>  | <b>10</b> |
| <b>5.2 Enrolment.....</b>  | <b>10</b> |
| <b>5.3 Orientation Day.....</b>  | <b>10</b> |
| <b>5.4 Withdrawals.....</b>  | <b>10</b> |

|     |   |    |
|-----|---|----|
| 5.5 | Intermission.....   | 11 |
| 6.  | ALLOCATIONS OF SCHOLARSHIPS AND BURSARIES.....            | 11 |
| 6.1 | Conservatoire for Dance and Drama Scholarship Scheme..... | 11 |
| 7.  | MA CHOREOGRAPHY ADMISSIONS.....                           | 11 |
| 7.1 | Entry Profile.....  | 11 |
| 7.2 | Recruitment.....  | 12 |
| 7.3 | Selection.....  | 12 |
| 7.4 | Application Procedure and Interviews.....                 | 12 |
| 7.5 | Offer.....  | 12 |
| 7.6 | Complaints and Appeals.....                               | 12 |
| 7.7 | Enrolment and Induction.....                              | 13 |
| 7.8 | Withdrawals and Intermission.....                         | 13 |
| 7.9 | Allocations of Scholarships and Bursaries.....            | 13 |
| 8.  | MONITORING AND REVIEW OF POLICIES AND PROCEDURES.....     | 14 |

## 1. Admissions Policy Statement

Central School of Ballet (Central) seeks to recruit students with exceptional talent and offers places based on an applicant's aptitude for training and potential for a career in professional dance. As one of the six member schools of the Conservatoire for Dance and Drama (CDD), we are proud to be the only vocational ballet school offering the Foundation Degree leading to a BA (Hons) in Professional Dance and Performance. Validated by The University of Kent, the degree course rewards the high level of training and outstanding achievements of our students, giving graduates a qualification that is internationally recognised and respected.

The following policy relates to programmes outlined below:

- **Foundation Degree in Professional Dance and Performance**
- **BA (Hons) Degree in Professional Dance and Performance**
- **MA Choreography**

Central School of Ballet's Admissions Policy adheres to the Conservatoire for Dance and Drama Admissions Policy.

### 1.1 Conservatoire for Dance and Drama Admissions Policy Statement

The Conservatoire for Dance and Drama exists to train artists who will match the world's best and, on entering their professions, shape the future of dance, drama and circus arts. Established in 2001, the Conservatoire is a Higher Education Institution with a unique structure, comprising six schools. All of these are small, specialist institutions with international reputations for high quality delivery in their respective fields.

Conservatoire students are registered jointly with the member school and the Conservatoire. The member school determines its own approach to admissions within the following guidelines.

#### **Member schools of the Conservatoire will:**

- audition all applicants that meet the basic criteria for the discipline and programme as outlined by the member school;
- accept individuals based on talent and potential for training alone (i.e. not discriminating on the basis of gender, ethnicity, religion, sexual orientation, disability, economic background or otherwise); and
- consider each particular applicant's suitability for the programme of study.

#### **Applicants must demonstrate:**

- the ability and capacity to study at the higher education level within a conservatoire setting;
- the facility to receive and potential to benefit from vocational training;
- evidence of suitable preparatory training and/or experience;
- an awareness of the rigours of the training and its vocational nature;
- an understanding of the nature of the industry; and
- an understanding of the aims and objectives of the course.

### 1.2 Equality and Diversity

As part of the Conservatoire for Dance and Drama, the School is committed to selecting, training and supporting students, regardless of ethnicity, gender, disability, age, sexual orientation or religion. Applicants to Conservatoire schools are chosen solely based on their talent and potential to develop the skills required for their chosen profession.

In our admissions process, we are committed to supporting students with disabilities. Disabled students are encouraged to disclose their support requirements so that we can endeavour to meet them during the audition process and subsequent training.

## **2. Foundation Degree in Professional Dance and Performance & BA (Hons) Degree in Professional Dance and Performance Admissions**

### **2.1 Age**

#### **Foundation Degree in Professional Dance and Performance**

All applicants must be a minimum of 16 years of age at the start of the programme. There is no upper age limit.

#### **BA (Hons) Degree in Professional Dance and Performance**

Students will normally be a minimum of 18 years, having completed a two-year Foundation Degree or equivalent. There is no upper age limit.

### **2.2 Audition and Academic Requirements**

#### **Foundation Degree in Professional Dance and Performance**

For entry to Year 1, the normal requirement will be: aged 16 on entry; adequate physical, technical and artistic aptitude and previous training (tested at audition and by physical examination); five passes (9-1) predicted at GCSE including English Language or equivalent; or satisfactory completion of required entrance tasks; and interest in and aptitude for further academic study.

For entry into year 2 the normal requirement will be the successful completion of a Certificate (i.e. 120 units of certificate level learning on a directly comparable course or equivalent); or satisfactory completion of required entrance tasks; a piece of reflective writing or a research task and an audition (see 2.2 above).

#### **BA (Hons) Degree in Professional Dance and Performance**

For entry into the course, the normal requirement will be the successful completion of a Foundation Degree, or 240 credits on a directly comparable course (or equivalent), or the completion of a required entrance task (a piece of reflective writing and a research task) and an audition (see 2.2 above).

The degree programmes are validated by the University of Kent. Entry profiles are taken from the Programme Specifications contained within the Programme Handbooks. The Programme Specifications can be found on the Kent website under Validated Institutions/ Central School of Ballet Profile/Specifications. <http://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/csb.html>

### **2.3 English Language**

#### **Foundation Degree in Professional Dance and Performance**

Applicants are required to demonstrate a proficiency in both written and verbal English. For international students where English is not their first language, applicants are required to have achieved a minimum B1 Level, reaching a 4.0 score in each module band, in an approved English language examination such as International English Language Testing System (IELTS).

#### **BA (Hons) Degree in Professional Dance and Performance**

For international students where English is not their first language, applicants are required to have achieved a minimum B2 Level, reaching a 5.5 score in each module band, in an approved English language examination such as International English Language Testing System (IELTS).

### **2.4 Overseas Applicants**

Central School of Ballet is a UK Visa and Immigration (UKVI) Tier 4 Sponsor. Each academic year we offer a specified number of places to overseas applicants for the Foundation Degree and BA (Hons) in Professional Dance and Performance. Applicants who have been offered a place will need to observe the UK Tier 4

Guidance Policy as set out on: <https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student> to ensure they meet the Tier 4 Visa requirements before applying. Information and assistance on how to apply for a UK Tier 4 Visa and the process can be requested from the Senior School Manager.

### **3. Recruitment**

Target recruitment numbers are agreed annually between Central School of Ballet and the Conservatoire for Dance and Drama. The School will normally accept approximately 60 new students each year across the Undergraduate programmes and 4 students on the Postgraduate programme. Direct entry into the 2<sup>nd</sup> year of the Foundation Degree course and the BA (Hons) is on the basis that the applicant meets the requirements as set out in the Accreditation of Prior Experiential Learning (APEL) by The University of Kent. Further information on Direct Entry requirements can be requested from the Head of Studies.

#### **3.1 Marketing**

The following methods are used to inform potential applicants about the course:

- Central School of Ballet and Ballet Central website and prospectus
- Student Performances
- Advertising in dance journals and theatre programmes;
- Through the schools Widening Participation Programme
- Social Media.

#### **3.2 Participation and Outreach**

As part of Central School of Ballet's commitment to the wider community, Central engages in a range of activities which are targeted at identifying under-represented groups in order to make dance more accessible. Participation and outreach work is directed by the Widening Participation and Access Department team at Central School of Ballet and includes:

- Spring and Summer and one day courses;
- Prep and Pre-Senior and Junior Schools;
- Dance Days;
- Ballet Central Outreach work;
- Primary and Secondary School Programmes; and
- Bespoke projects and initiatives such as Boys Only Dance Days

### **4. Selection**

Central School of Ballet will seek to ensure that selection policies and procedures are transparent, effective, consistent and fair in accordance with the School's Equality & Diversity Statement. Information concerning applicants will be subject to the School's Data Protection Statement. All information provided on the application form is treated as confidential and will only be used for statistical purposes in accordance to Central School of Ballet's Data Protection Policy. It will not form part of the selection process.

#### **4.1 Application Procedure**

Admissions information and the school's application form are available from the school's website ([www.centralschoolofballet.co.uk](http://www.centralschoolofballet.co.uk)). Applications are accepted from October for entry for the following year. Applications submitted after the advertised deadline will be considered at the discretion of the school's Director. Central School of Ballet reserves the right to extend the deadline at any point in the process via the school's website.

#### **4.2 Audition Fee**

The audition fee is set annually by the Director of Finance and is published on the website. This non-refundable fee is payable by applicants for all programmes, venues or audition types. Payment is made is

made via a secure on-line payment provider although alternative payment methods can be arranged if required.

#### **4.3 Audition Fee Waiver**

In line with Central and CDD's commitment to widening participation, applicants who meet the following criteria are able to apply for an audition fee waiver:

- UK Resident
- Applying to an undergraduate programme (BA Hons Degree)
- New to higher education (no previous degree-level qualification)
- Annual household income of less than £25,000

The fee waiver system is administrated by CDD. More information is available on the CDD website: <http://www.cdd.ac.uk/students/how-to-apply/audition-and-interview-fee-waiver-scheme/>

#### **4.4 Withdrawals Prior to Audition and Changes to Audition Date**

Applicants must inform the School if they decide to withdraw their application and do not intend to attend audition. Applications cannot be deferred, and application fees cannot be refunded. Any applicant who wishes to be considered for the next round of admissions must reapply the following year.

#### **4.5 Information to Applicants Pre-Audition**

Details of the audition procedure are available on Central's website and can be viewed at any time. Applicants receive an automated email to confirm their application submission and audition date which also directs them to view the relevant documents on the website

#### **4.6 Audition and Selection Procedure**

Central School of Ballet currently auditions applicants in London, Glasgow, Leeds and internationally. Candidates will first be invited to attend preliminary audition and will be considered in front of a panel made up of Artistic Staff members, carefully selected by the Director. Candidates will be required to take part in a ballet class followed by a short contemporary class and a stretch exercise.

Upon completion of the preliminary audition, audition panel members will attend a deliberation meeting where candidates are shortlisted. Those selected will be invited to attend a final audition. Applicants will be notified of the panel's decision within 5 days of the initial preliminary audition.

Candidates who have been invited to attend the final audition will be required to take part in a further ballet class and a workshop run by an external choreographer and will be considered in front of a panel made up of Artistic Staff members and the Director or another senior member of staff. Candidates will also be required to attend an Orthopaedic Assessment conducted by the Head of the Medical Department. Upon completion of the final audition, audition panel members will attend a deliberation meeting where candidates are selected.

#### **4.7 Remote Auditions Procedure**

Overseas applicants who are unable to attend an audition are invited to submit a digital application and audition form demonstrating they meet the selection criteria. Further information is available on the Digital Auditions page: <https://www.centralschoolofballet.co.uk/seniorschooldigitalaudition.php>  
The deadline to submit a digital audition is 22 March 2020 and applicants will be notified of the panel's decision within 14 days of this date.

#### **4.8 Class Audition Procedure**

Where an applicant is unable to attend a formal audition, they may be invited to attend a class or private audition. Class and private auditions are considered on a case-by-case basis and must be approved by the Director. Class and private audition enquiries should be directed to the Senior School Manager.

#### **4.9 Offer**

Applicants who have successfully completed the final audition and who will be offered a place should expect to receive their result via email within 14 days of the final audition. Applicants wishing to accept the offer of a place will be required to return the acceptance slip along with the acceptance fee within 14 days of receiving the offer. Acceptance fee payment can be made through the school's website, via a secure on-line payment system, bank transfer or cash. Failure to return the acceptance slip and pay the acceptance fee within 14 days may result in your place being forfeited and being offered to an applicant on the waiting list.

#### **4.10 Reserve List**

Applicants who have successfully completed the final audition may be offered a place on the reserve list and will be informed of this within 14 days of the final audition. A place may be offered to a reserve list applicant at any point up until the start of the academic year.

#### **4.11 No Offer**

Applicants who have successfully completed the final audition and who will not be offered a place should expect to receive their result via email within 14 days of the final audition. Due to the high number of applications that we receive, Central School of Ballet is unable to provide individual feedback. An applicant cannot appeal a decision reached by the audition panel.

#### **4.12 Communications with a Third Party**

All communication regarding an applicant and an applicant's results will be conducted directly with the applicant and not with a third party.

#### **4.13 False, fraudulent or misleading information provided by applicants**

Central reserves the right to refuse admission to programme or, if already registered, terminate registration if information provided by an applicant is fraudulent, inaccurate or incomplete.

Central expects that all information provided to it by applicants will be complete, true and accurate, with no misleading omissions or inaccuracies. Any submission of fraudulent, inaccurate or misleading information on the application, or the omission of relevant information, will result in the immediate cancellation of the application and/or the withdrawal of any offer made. Where information comes to light that an application may contain false, fraudulent or misleading information from a successful applicant who has already registered as a student on a programme of study with Central, the student's registration may be terminated and student status withdrawn, or the student may be subject to disciplinary action.

#### **4.15 Complaints and Appeals**

In accordance with the Conservatoire's Admissions Appeals and Complaints Policy, an applicant may submit a complaint regarding the admissions process by following the Admissions Appeals and Complaints Procedure. Further information about submitting a complaint can be found on the Conservatoire website <http://www.cdd.ac.uk/policies/student-related-policies/> and on request from the Senior School Manager.

### **5. Enrolment**

Enrolment onto the Foundation Degree and BA (Hons) in Professional Dance and Performance programme will be conditional on the compliance with the standings set out in Central School of Ballet's Terms and Conditions. Terms and Conditions will be sent with the initial offer letter and in accordance with them, all



students wishing to accept a place must read and return a signed copy to the Senior School Manager along with the acceptance slip and acceptance fee.

Central School of Ballet's Terms and Conditions are available on the website:

<https://www.centralschoolofballet.co.uk/seniorschoolcourseoutline.php>

### **5.1 Pre-enrolment Information**

An induction pack will be sent to all applicants who have been offered and accepted a place on the Foundation Degree and BA (Hons) in Professional Dance and Performance programme at Central School of Ballet prior to the commencement of the academic year. Information included in the induction pack will be as follows:

- Central School of Ballet's registration form
- Conservatoire for Dance and Drama registration form
- Tuition fee invoice
- Term Dates for the following academic year
- Teaching and Learning Agreement
- Central School of Ballet's Health and General Well-being of Students Policy
- Certificate of Health (to be completed by GP)
- Information regarding school uniform and order form
- Information regarding private health insurance
- Any other information relevant to joining the programme

Students are required to return all requested documents by the deadline specified before a student can be enrolled and commence the Foundation Degree or the BA (Hons) in Professional Dance and Performance programme in September. Students will also be required to obtain the following and inform the Senior School Administration team prior to the start of the course:

- Term time address
- Registration at a local GP
- Where applicable, confirmation of a loan payment from the Student Loans Company

All registration forms are kept in secure files and folders subject to the Data Protection Statement.

### **5.3 Induction Day**

All students who have accepted a place at Central School of Ballet are invited to attend an Induction Day prior to the start of the course. This gives new students the opportunity to meet their new fellow classmates as well as current Central students and staff. It is not compulsory for students to attend the Induction Day; however, it is strongly advised.

### **5.4 Withdrawals**

Applicants who hold an offer of a place and wish to withdraw prior to the start of their programme of study must inform the Admissions team as soon as possible. Any applicant who wishes to be considered for the next round of admissions must reapply the following year. Students who withdraw after the start of the programme will be subject to pay tuition fees in line with Central's Fee Policy available on the website.

### **5.5 Intermission**

If a student decides to intermit from their studies due to exceptional circumstances 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 programme of study at Central School of Ballet within an agreed time-frame, Central School of Ballet may decide to waive some or all of notice related fee payments due, but this will be at the discretion of the Director.

## **6. Allocations of Scholarships and Bursaries**

To support students in need of financial assistance, Central School of Ballet has a special Student Bursary Award Scheme and also raises funds from individual supporters, Trusts and Foundations. The school ensures that these funds are allocated fairly and are means tested. There are no guarantees that every applicant for a bursary award will receive support as decisions will be made on the basis of personal and financial circumstances. Students will have two opportunities to apply for a Central School of Ballet Bursary, once in the Autumn term and once in the Spring term. In case of emergency and special circumstances, short-term support can be considered.

### **6.1 Conservatoire for Dance and Drama Scholarship Scheme**

Students from the UK and EU who have accepted a place on the Foundation Degree or BA (Hons) in Professional Dance and Performance course at Central School of Ballet and meet the specified criteria are eligible to receive an annual Conservatoire for Dance and Drama Scholarship. Scholarships from the CDD are based on the student's Annual Household Income, which is assessed through the relevant Student Loans agency. Only when a student's Annual Household Income has been verified through the relevant Student Finance agency will the student be guaranteed the scholarship.

## **7. MA Choreography Admissions**

### **7.1 Entry Profile**

Students will normally be at least 21 years of age at the start of the programme. There is no upper age limit.

The MA/ PgDip is aimed at professional dancers and emerging choreographers with an existing choreographic portfolio, such as mid-career dance artists from a classical or contemporary dance background. The intended students will be skilled in dance performance and will possess a BA (Hons) degree in an appropriate subject, such as dance from a professional training course.

Candidates not holding a BA (Hons) will be able to apply for accreditation of prior experiential learning (APEL). This will require the applicant to possess the experience and understanding of a comparable level gained in a professional dance company or vocational school. Candidates must submit examples of their choreographic work on DVD and attend an interview. Progression to the MA is dependent on passing Modules CSB 401, CSB 402, CSB 403 and CSB 404.

Applicants will be asked to show a level of competence in English, where English is not their first language, providing English scores (IELTS) in accordance with the regulations of the University of Kent:

<https://www.kent.ac.uk/courses/postgraduate/how-to-apply/english-language-requirements.html#international>

The degree programmes are validated by the University of Kent. Entry profiles are taken from the Programme Specifications. These outlines can be found in the Programme Handbooks and the Kent website under Validated Institutions/ Central School of Ballet Profile/Specifications:

<https://www.kent.ac.uk/teaching/qa/collaborative/validation/profiles/csb.html>

### **7.2 Recruitment**

Central School of Ballet normally accepts up to two students per year onto the MA Choreography course. This is due to the specialised nature of the programme and to ensure the bespoke requirements of the course can be resourced.

### **7.3 Selection**

In accordance with the school's Equal Opportunities Policy, Central School of Ballet will ensure all applicants are considered and viewed as objectively and as fairly as possible. All processes relating to the selection of applicants will be reviewed to ensure all decisions about individuals are made solely on the basis of relevant merit and ability. Central encourages applicants to disclose information on any specific disabilities or learning differences so that support or reasonable adjustment can be arranged accordingly.

All information provided is treated as confidential and will only be used for statistical purposes in accordance to Central School of Ballet's Data Protection Policy. It will not inform the selection process.

#### **7.4 Application Procedure and Interviews**

Applications are by submission of a CV, evidence of a choreographic portfolio by web links or film footage (full pieces to be submitted with original sound used for performance, not clips or parts of pieces), and a statement outlining choreographic interests, the reasons for wanting to undertake the MA, and how it will support professional development at this career stage.

Before the application is submitted, there are opportunities to request information about the course, arrange a meeting or send emails with questions for the attention of the Director of Higher Education Programmes.

The course is full-time over four terms, with each admissions point being for a January enrolment.

For applicants based outside of London or abroad, it may be possible to arrange a telephone or Skype interview, although a face to face meeting at some point before an offer is made is essential.

#### **7.5 Offer**

Applicants who have successfully completed the interview should expect to receive an email within 14 days of the interview with information about whether a place has been offered or not. Applicants wishing to accept the offer of a place will be required to return the acceptance slip and pay the acceptance fee within 14 days of receiving the offer. Acceptance fee payment can be made through the school's website, via a secure on-line payment system, bank transfer or cash. Failure to submit the acceptance slip and acceptance fee within 14 days may result in your place being forfeited.

#### **7.6 Complaints and Appeals**

In accordance with the Conservatoire's Admissions Appeals and Complaints Policy, an applicant may submit a complaint regarding the admissions process by following the Admissions Appeals and Complaints Procedure. Further information about submitting a complaint can be found on the Conservatoire website <http://www.cdd.ac.uk/policies/student-related-policies/> and on request from the Senior School Manager.

#### **7.7 Enrolment and Induction**

Enrolment onto the MA Choreography will be conditional on the compliance with the standings set out in Central School of Ballet's Terms and Conditions. Terms and Conditions will be sent with the initial offer letter and in accordance with them, all students wishing to accept a place must read and return a signed copy to the Senior School Manager along with the acceptance note and fee.

Central School of Ballet's Terms and Conditions are available on the website:

<https://www.centralschoolofballet.co.uk/seniorschoolcourseoutline.php>

An induction pack will be sent to all applicants who have been offered and have accepted a place on the MA Choreography prior to the commencement of the course. Information included in the induction pack will be as follows:

- Central School of Ballet's registration form;
- Conservatoire for Dance and Drama registration form;
- Tuition fee invoice;
- Term Dates for the following academic year;

Pre-MA information will be sent to students in advance of the beginning of the course with tasks set to complete in preparation for the 1<sup>st</sup> module. The deadlines for submission will be negotiated between the choreographer and the Director of Higher Education Programmes. A full induction through meetings and tutorials will take place in the first few weeks of the first term.

### **7.8 Withdrawals and Intermission**

If an offer of a course place is accepted the applicant has a right to cancel within 14-days from the date the offer was accepted. Any acceptance fees will be fully refunded if they have been paid, provided notice is given within this 14-day period.

In line with Central School of Ballet's Terms and Conditions, a student who wishes to withdraw after the start of the programme is required to give notice in writing to the Senior School Manager.

If a student decides to intermit from their studies due to exceptional circumstances 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 programme of study at Central School of Ballet within an agreed time-frame, Central School of Ballet may decide to waive some or all of notice related fee payments due, but this will be at the absolute discretion of the Director.

### **7.9 Allocations of Scholarships and Bursaries**

There could be opportunity during the application process to apply for funding towards fees, although to access Leverhulme funding, applicants need to show proof of UK citizenship in order to be eligible.

If a student in receipt of a bursary decides to withdraw before the course is complete, the liability for paying the fees up to the date of withdrawal becomes the responsibility of the student.

## **8. Monitoring and Review of Policies and Procedures**

Central School of Ballet reserves the right to amend the above policy and those relating to the admissions procedure in accordance with quality assurance measures and is subject to periodic review by the internal Academic Board.