

Central School of Ballet Course Deposit Policy

These Terms and Conditions apply to all courses of the Central School of Ballet (CSB):

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

1. Introduction

1.1 This **Central School of Ballet** Course Deposit Policy ('this Policy' or 'the Policy') forms part of the [Fees Policy](#) (Annex A of the [Terms and Conditions](#)) for students beginning a course of study with Central School of Ballet ('CSB' or 'Central' or 'the School') from September 2022 onwards.

2. Scope of this Policy

2.1 The Scope of this Policy is limited to Course Deposits for Higher Education courses delivered by **Central School of Ballet**.

2.2 Course deposits for courses delivered by Central School of Ballet that are not Courses of Higher Education ('other School course deposits') do not fall under the scope of this Policy. Please [see here](#) for where to find relevant information on other School course deposits.

3. Course Deposit Principles

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4.1 The Course Deposit Principles are published in Table 1 of the [Fees Policy](#) (Annex A of the [Terms and Conditions](#)).

4.2 In accordance with the Course Deposit Principles:

- 4.2.1 **Central School of Ballet** Course Deposit Policy applies to all **Central School of Ballet** students starting a course on or after September 2022), regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.
- 4.2.2 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;
- 4.2.3 The amount the School will charge for a Course Deposit will not exceed 33% of the full year's Course Fee of the first year of registration on the course, or £3,000, whichever is the lower amount.
- 4.2.4 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 offer letter for further information about the Course Deposit, and contact the Senior School Manager with any queries.
- 4.2.5 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').

Students in receipt of Means Tested Bursary/Care Leavers' Bursary

- 4.2.6 If a student is assessed¹ by the School as falling within the criteria as specified in Central's Means Tested Bursary Scheme and/or the terms of the Care Leavers' Bursary, including (but not limited to) a low-income family, where Central 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 Central will act as the deposit for students who meet these criteria.

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

How a Course Deposit can be paid

- 5.1 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

- 5.2 **The Central School of Ballet** will notify successful applicants who are offered a place on a Course of Higher Education delivered by **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.

¹ Applicants who are offered a place on a course of study will be assessed by Central School of Ballet 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.

5.3 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 or any other circumstances, 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

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 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.

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 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 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 [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 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 should be raised directly with the Senior School Manager by speaking to the Senior School Manager 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, 21/22 Hatfields, Paris Garden, London, SE1 8DJ or via email to info@csbschool.co.uk