



Central School of Ballet

Fee Policy

2019 - 2020

Fee Policy

Key parts of this fees policy are reproduced in the terms and conditions document. The 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.
- 1.2. This Fees policy does not cover refunds and compensation under the Student Protection Plan¹.

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 loan, library resources and locker hire 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 2017/18, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course. For other undergraduate students and all postgraduate students who are new entrants to a course prior to 2019/20, 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.
- 3.3. For students paying Home / EU undergraduate fees who are new entrants to a course in 2019/20 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

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

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 2019/20, 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 self-paying students, course fees are due for payment in 3 instalments over the year - 50% to be paid two weeks prior to the start of the year, 25% at the start of the second term and 25% at the start of the third term. Unless you have the prior written agreement of Central 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. Fees charged will be calculated based upon the date Central is informed of the change in registration in writing. For more details on the formal procedures for withdrawal or intermission please contact the Senior School Manager.
- 6.3. For students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of annual course fee charged (please note, however, that the value of your course fee deposit is not refundable)
September- October Withdrawal of new students within induction week, prior to start of term no tuition fee liability.	0%
1 October – 1 December	33%
2 December – 1 March	67%
1 March – 21 July	100%

- 6.4. 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.
- 6.5. Where you choose to leave or intermit on your course during the academic session, your account with Central School of Ballet 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.

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.