

Central School of Ballet

TERMS AND CONDITIONS ANNEX A Fees Policy for Undergraduate Students September 2023 Entry and onwards

This Fees Policy applies to all undergraduate courses of the Central School of Ballet (CSB):

- *The Foundation Degree Course in Professional Dance and Performance*
- *The BA (hons) Top-up Course in Professional Dance and Performance*

Key parts of this fees policy are reproduced in the Central School of Ballet (CSB) 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 and the Central School of Ballet (CSB), including but not limited to circumstances in which sums paid to CSB will be refunded. It also sets out the potential consequences if you fail to make payment of Course fees, which includes CSB'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 CSB 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. Please see the Central School of Ballet Refunds and Compensation Policy for further information.

2. Course fees

2.1. Applicants who are offered a place on a CSB course of study will be assessed by the school's audition panel and Admissions team, to determine their Course 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. Fee status will either be set as '**Home**' or '**International**' in accordance with UK government criteria.

2.2. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include health insurance and some personal materials, such as, for example, uniform, practice clothes, books, and specialised equipment (such as Pointe shoes). Please see the relevant Course Summary Document for additional costs that you will be expected to pay, and additional costs that are non-compulsory but which you may wish to pay.

3. Fee levels and increases

3.1. The annual levels of Course fees for students shall be set annually and published in the relevant Course Summary document. Course summary documents can be accessed via <https://www.centralschoolofballet.co.uk/training/degree-courses/>

Associated additional Course costs

1.1. Any associated additional costs shall be set annually by CSB and published in the relevant course summary document. Course summary documents can be accessed via <https://www.centralschoolofballet.co.uk/training/degree-courses/>

Students paying Home fees

1.2. For students paying Home fees who are new entrants to a CSB course of higher education in 2023/24 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.

1.3. 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.

Students paying International fees

3.5 For students paying International fees who are new entrants to a CSB course of higher education in 2023/24 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.

2. Course Deposits

2.1. International students will be required to pay a deposit. Where a student is charged a Course Deposit, you will be required to pay either the full deposit amount or a proportion of that Course Deposit before or by the first day of enrolment to confirm the offer of a place on a course.

2.2. Course deposits 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 commencement of your contract with the School.

2.3. Where a deposit is charged, this is covered by a set of overarching CSB principles (set out in Table 1 below). The terms and conditions of the CSB Course Deposit,

including whether you need to pay a proportion of the Deposit or the full Deposit amount, and when this is due, is set out in the CSB School Course Deposit Policy. This can be accessed here: <https://www.centralschoolofballet.co.uk/about-us/policies-procedures/>

- 2.4. For any queries regarding the Course Deposit, please contact Senior School Manager
- 2.5. It is your responsibility to ensure that any Course Deposit is paid when due. This responsibility is yours regardless of your source of funding.
- 2.6. CSB will notify you of the amount (if any) of the Course deposit you are required to pay in advance of enrolment. This will be set out in your offer letter. CSB may require you to pay an amount of the Course fee deposit in advance of commencing your contract with the school.
- 2.7. The CSB Principles governing School Course Deposits are set out in Table 1 below:

Table 1 CSB Principles governing School Course deposits
<ul style="list-style-type: none">• These Course Deposit Principles apply to all CSB-registered students covered by this Fees Policy, regardless of whether they are Home or International students, funded or self-funded, full-time or part-time.• The terms and conditions of the Course Deposit are laid out in the School Course Deposit Policy. This can be found on the school's website within the 'Policies and Procedures' section.• The amount CSB will charge for a Course Deposit is set by the School, but will not exceed 33.33% of the full year's Course Fee of the first year of registration on the course, or £3083, whichever is the lower amount.• A link to the School's Course Deposit amount, and the School's Course Deposit Policy, can be found on the website here: https://www.centralschoolofballet.co.uk/about-us/policies-procedures/• Where a Course Deposit is charged, CSB will notify you in your letter formally offering you a place to study (your 'Offer Letter'), of the deadline by which the Course deposit must be paid. This will usually be in advance of you enrolling on the Course. Please see the School's Course Deposit Policy for further information or please contact Senior School Manager• The Course Deposit is fully refundable if you choose to exercise your 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').

3. Payment of Course Fees

- 3.1. 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 school.
- 3.2. **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 the School may require that you pay the first instalment of your fees yourself. CSB reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.
- 3.3. It is your responsibility (and that of your parent / guardian / named responsible adult if you are under 18) to ensure that Course fees and other charges payable to CSB 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 has received the requisite funds.
- 3.4. Where the School exceptionally permit 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 reserve 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 undergraduate 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.

Table 2: Fee Payment Schedule		
Fee Status	How much is due	When payments are due
Home fee status FUNDED	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.	
International fee status FUNDED	Subject to the student meeting their obligations to their funding body (eg US Federal Student Aid), payments will be accepted in accordance with that funding body's payment schedule.	
Home fee status SELF-FUNDED and	33% of the full year's fee	This instalment of course fees is due in full by 5pm no later than 14 calendar days after the date of your enrolment.

International fee status SELF-FUNDED	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 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 CSB 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 CSB, 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 your School 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':

Table 3 Course Fee Liability if you withdraw or suspend studies:		
Fee Status	Withdrawal or suspension date	Course fee liability: what you will owe
All students covered by this Fees Policy, whether Home / International fee status, and whether funded or self-funded	Withdrawal of new student within induction weeks, 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 School's Course Deposit Policy
	Withdrawal on or after the first day of week 3, Term 1	33.33% of full year's fee
	Withdrawal on or after the first day of Term 2	66.67% of full year's fee

	Withdrawal on or after the first day of Term 3	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 the CSB 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, the School 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 the School.

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. The School will designate a nominated officer to oversee and manage such arrangements. The School will negotiate any variations with you via the nominated officer.

9. Further information

- 9.1. If you have any questions regarding funding or fee payment, please contact the Senior School Manager. Relevant School staff contact details 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 a CSB course of study).