

CENTRAL SCHOOL OF BALLET
MA CHOREOGRAPHY
New Entrants from January 2023
TERMS AND CONDITIONS ANNEX A
Fees Policy for Students

This Fees Policy applies to the Central School of Ballet MA Choreography course. It does not apply to any other courses or include other courses of higher education delivered by Central School of Ballet.

Please note that this Fees Policy forms part of the MA Choreography Terms and Conditions (January 2023 entry) as Annex A to the Terms and Conditions.

Key parts of this fees policy are reproduced in the Central School of Ballet MA Choreography course 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 Central School of Ballet (the School) including but not limited to circumstances in which sums paid to the School will be refunded. It also sets out the potential consequences if you fail to make payment of Course fees, which includes the School'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 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. 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 the MA Choreography will be assessed by the School to determine their Course fee status, ahead of the offer being made. The fee status will be confirmed at the point of offer, in the offer letter, and be set as either

¹ You can find both the Student Protection Plan (SPP) and the Refunds and Compensation Policy at [Student-related Policies - Conservatoire for Dance and Drama \(cdd.ac.uk\)](#) until September 2022 and from then on at [Policies & Procedures - Central School of Ballet](#)

'Home' or 'Overseas' 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, 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 Course fees for students shall be set annually and published in the MA Choreography course summary document. Course summary documents can be accessed via [Policies & Procedures - Central School of Ballet](#)

Associated additional Course costs

- 3.2. Any associated additional course costs for the MA Choreography shall be set annually by Central School of Ballet and published in the relevant course summary document. Course summary documents can be accessed via [Policies & Procedures - Central School of Ballet](#). You are advised to contact the course lead: Susan.Kempster@csbschool.co.uk or info@csbschool.co.uk for any further information.

Students paying Home fees

- 3.3. For students paying Home fees who are new entrants to the MA Choreography Course in 2022/23 or new entrants to the Course in subsequent years, the Course fees will be confirmed in your offer letter. Fees may increase at each entry by an amount determined in accordance with measures set by Government. Any such increased fees will not exceed the current fee cap for the relevant period.
- 3.4. 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
- 3.5. You may be eligible for Trust funding towards the cost of the Course fees, currently provided by the Leverhulme Trust. The funding available for individual applicants will be determined prior to an offer being made of a place to study and will be confirmed at the point of offer, in the offer letter.

Students paying Overseas fees

- 3.6. For students paying Overseas undergraduate fees who are new entrants to the MA Choreography Course in 2022/23 or new entrants to the Course in subsequent years, the Course fees will be confirmed in your offer letter. Fees may increase at each entry year but will not exceed 5% from one year to the next.
- 3.7. If you do not pay Course fees in accordance with the MA Choreography Fees Policy, the School reserves the right to withdraw your place on the course, and/or suspend or withdraw you from the course until any Course fee debt is paid or cancelled by the School. If you cease to be a student of the School, because for example you withdraw or your registration is terminated by the institution, you may still be liable for any Course fees and/or other charges which are outstanding, in accordance with the Fees Policy.

4. Course Deposits

- 4.1. Overseas 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.
- 4.2. 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.
- 4.3. Where a deposit is charged, this is covered by a set of overarching the School principles (set out in Table 1 below). The terms and conditions of the 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 School Course Deposit Policy. This can be accessed here: <https://www.centralschoolofballet.co.uk/about-us/policies-procedures/>
- 4.4. For any queries regarding the Course Deposit, please contact Senior School Manager
- 4.5. It is your responsibility to ensure that any Course Deposit is paid when due. This responsibility is yours regardless of your source of funding.
- 4.6. The School 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. We may require you to pay an amount of the Course fee deposit in advance of commencing your contract with the school.
- 4.7. The principles governing school course deposits are set out in Table 1 below:

Table 1 Principles governing School Course deposits
<ul style="list-style-type: none"> • These Course Deposit Principles apply to all School-registered students covered by this Fees Policy, regardless of whether they are Home or Overseas 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 the 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. • 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, the School 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').

5. Payment of Course Fees

- 5.1. The full Course fee is due on enrolment unless an alternative instalment plan has been agreed with the Central School of Ballet. The schedule of payments for course fees is outlined below.
- 5.2. If you are intending to pay your course fee through a student loan, at or before enrolment 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 Central School of Ballet may require that you pay the first instalment of your fees yourself. The School reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.
- 5.3. It is your responsibility to ensure that Course fees and other charges payable to Central School of Ballet are paid in accordance with the schedule of payments for course fees or an 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.
- 5.4. Where the School exceptionally permits 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 reserves 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. Course fees, 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 the MA Choreography student (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 (e.g., SAAS), payments will be accepted according to the SLC's payment schedule.	
Overseas fee status FUNDED	Subject to the student meeting their obligations to their funding body (e.g., US Federal Student Aid), payments will be accepted in accordance with that funding body's payment schedule.	

Home fee status SELF-FUNDED and Overseas fee status SELF-FUNDED	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.
	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 the School of any variation to your situation which may affect the payment of Course fees.

Students who are supported by Trust funding

- 5.9. If your course fees are supported by Trust funding, this will be confirmed at the point of offer, in the offer letter. The full Course fee is due on enrolment and paid directly to Central School of Ballet in accordance with the Trust's payment schedule.

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 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 Central School of Ballet 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 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
	Withdrawal of new student within induction week, prior to start of term's	0% of full year's fee

All students covered by this Fees Policy, whether Home / Overseas fee status, and whether funded or self-funded	teaching, up to and including the end of week 2 of Term 1	You may owe an amount of the Course Deposit, as stated in the relevant Member School's Course Deposit Policy
	Withdrawal on or after the first day of week 3, Term 1	33% of full year's fee
	Withdrawal on or after the first day of Term 2	66% 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 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.

6.6. Students who are in receipt of Trust funding are subject to the same Course fee liability set out in the table above. 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. You will have no claim to a refund for fees charged for any period for which you are registered during that session, and no further funding beyond the point of withdrawal or intermission.

7. Debts and re-enrolment

7.1. If you do not pay Course fees in accordance with these terms, the School reserves 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. Completing 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 has a nominated officer to oversee and manage such arrangements. Any variations to these terms will be negotiated with you via the nominated officer in the School. Please contact the Senior School manager: Josh.Yeardley@csbschool.co.uk with any queries in the first instance.

9. Further information

- 9.1. If you have any questions regarding funding or fee payment, please contact the Senior School Manager: Josh.Yeardley@csbschool.co.uk in Central School of Ballet or info@csbschool.co.uk. Relevant School staff contact details for queries about the MA Choreography Course 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 the MA Choreography Course).