

RADA

Fees Policy 2023-24

Key parts of this fees policy are reproduced in RADA's Terms and Conditions for students.

1 Introduction

- 1.1 It is important that you read this Fees Policy carefully as it sets out the Royal Academy of Dramatic Art ('RADA') and your respective rights and obligations including, but not limited to, circumstances in which sums paid to RADA will be refunded. It also sets out the potential consequences if you fail to make payment, which includes RADA's ability to terminate your registration and contract, and/or to withhold your award. In addition, non-payment of fees and/or charges could result in taking legal action against you to recover outstanding amounts.

2 Course fees

- 2.1 Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes, yoga mats, kit, some specialist tools, books, scripts and technical equipment.

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 RADA and published on RADA's website www.rada.ac.uk under the relevant [course pages](#).
- 3.2 For students paying UK undergraduate fees, 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 mortgage interest payments). Any such increased fees will not exceed the fee cap for the relevant period.
- 3.3 For other (non-UK) undergraduate students and all postgraduate students, the course fee paid in your first year of study may be increased in subsequent years, but this increase shall be in accordance with the CPI, being the Consumer Price Index.

4 Deposits

- 4.1 RADA may require you to pay a deposit to confirm the offer of a place on a course at the point that you accept a place. Course fee deposits are not normally refundable unless you exercise your right to cancel your contract under the [Consumer Contract](#) (Information, Cancellation and Additional Charges) Regulations 2013 within 14 days of having accepted a place at RADA and signed up to the terms and conditions sent with your formal offer letter.
- 4.2 It is your responsibility to ensure that any deposit is paid when due.
- 4.3 Deposits are usually held against your first years' tuition fee.

5 Payment of fees

5.1 Self-funding students

The full course fee for each year become payable on enrolment and at re-enrolment each year, although students may pay in three equal instalments due on the first day of each term in

accordance with the published [term dates](#). RADA reserves the right to prevent students from registering on courses until this first instalment is paid in full.

5.2 **Students funded by Student Finance**

If you are intending to pay your course fee through a tuition fee loan issued by Student Finance England, Student Awards Agency Scotland, Student Finance Wales or Student Finance Northern Ireland, you will be sent a Student Finance breakdown and Payment Schedule which must be submitted to RADA prior to each year of study. If you do not do this, RADA may require that you pay the first instalment of your fees yourself. If you have made an application to your regional funding body but have not received confirmation of the loan, you must submit the most recent correspondence. RADA reserves the right to prevent students from registering on courses until this first instalment is paid in full. If we have not received the Student Finance confirmation by 30 November, then the student must proceed as a self-paying student and make the first payment immediately or be withdrawn from the Academy.

5.3 It is your responsibility to ensure that course and other fees and charges payable to RADA are paid in accordance with any 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 RADA has received cleared funds.

5.4 Late or non-payment may result in your removal from any instalment plan for course fees.

5.5 You are advised, at the earliest opportunity, to inform RADA of any variation to your situation which may affect the payment of course fees.

6 **Tuition fee waivers/ scholarships**

6.1 RADA has a limited number of fees scholarships available. Priority is given to undergraduate students from lower-income backgrounds who might not otherwise be eligible for student financial support. Please refer to RADA Scholarships Policy and Process document for more information.

6.2 Students who are in receipt of tuition fee loan funding from their regional 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 and is applied in the summer term.

6.3 Students who are self-funding should be aware that any scholarship award may be applied to any outstanding tuition fee balance in the first instance.

7 **Course fees and withdrawal or interruption from the course**

7.1 If you cease to be a student of RADA because, for example, you withdraw or RADA terminates your registration, or if you interrupt your course, you will still be liable for any course fees and/or other charges which are outstanding.

7.2 Fees charged will normally be calculated based upon the date that RADA is formally notified of the change in registration. You should therefore follow the formal procedures for withdrawal or interruption outlined in the Interruption of Studies and Formal Withdrawal Policy.

7.3 Where a student wishes to withdraw from their programme part way through the academic year, for whatever reason, subject to the student observing the above procedure for withdrawal, the Academy will adjust their liability for tuition fees:

Self-funding students

Withdrawal or Interruption Date	Percentage of Annual Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
Within induction week	0%
Attendance on or after the first day of term 1	33%
Attendance on or after the first day of term 2	67%
Attendance on or after the first day of term 3	100%

Students funded by Student Finance

Withdrawal or Interruption Date	Percentage of Annual Course Fee Charged
Within induction week	0%
Attendance on or after the first day of term 1	25%
Attendance on or after the first day of term 2	50%
Attendance on or after the first day of term 3	100%

- 7.4 For self-funding students, where you choose to leave or interrupt studies during the academic session, your account with RADA 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.
- 7.5 For students receiving funding through Student Finance, RADA will notify the Student Loans Company or relevant funding body of the date of your withdrawal/interruption.
- 7.6 For students interrupting studies due to ill health, you will not be charged additional tuition fees if you return to repeat the same period of study

8 Debts and re-enrolment

- 8.1 If you do not pay course fees in accordance with these terms, RADA reserves the right to 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.
- 8.2 Any student who has not paid their fees in full for one academic session cannot progress onto the next year of the programme.
- 8.3 Final year students may not be able to graduate, and will not receive their award certificate, if they owe any outstanding tuition fees to RADA.
- 8.4 International students with a student visa may have their sponsorship withdrawn if they have unpaid fees and are asked to leave the course.

9 How to pay

- 9.1 The Finance team will send an invoice via email prior to the start of the academic year. This will be sent to the student registered with RADA, unless advised otherwise. Students may opt to pay in three instalments as outlined in Section 5 but should note that reminders will not be sent prior to the subsequent payment due dates.

9.2 Payment should be made via bank transfer to the account below:

Bank: NatWest Bank
Account name: ROYAL ACADEMY OF DRAMATIC ART
Account number: 33973822
Sort Code/ Bank Alias: 56-00-31
Account BIC: NWBKGB2L
IBAN: GB02NWBK56003133973822

RADA Address registered on the account:
62-64 Gower Street
London
WC1E 6ED

Students should use their name as a reference, where possible, in order for RADA to track payment.

10 Variations to terms for individual students

10.1 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 & Operations or her/his nominated officer.

11 Further information

11.1 If you have any questions regarding funding or fee payment, please contact the Registry (sarahagnew@rada.ac.uk).

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