

RADA FEES POLICY 2017-18

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

1 Introduction

- 1.1 It is important that you read this Fees Policy carefully as this 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, kit, some specialist tools, books and scripts.

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.
- 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 2017-18, 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.
- 3.3 For students paying Home/EU undergraduate fees who are new entrants to a course in 2017/18 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 mortgage interest payments). Any such increased fees will not exceed the fee cap current in respect of the relevant period. For all other undergraduate students and for all postgraduate students who are new entrants to a course in 2017/18 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study 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 Payments) 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.

5 Payment of fees

- 5.1 The full course fee for each year become payable on enrolment and at re-enrolment each year, although RADA **may** agree with students that they may pay in instalments each term. In certain situations, for students not taking a government-sponsored loan, a fee may levied for payment by instalments.
- 5.2 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 next year of study. If you do not do this, RADA may require that you pay the first instalment of your fees yourself. RADA 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 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 Where you are not taking a government-sponsored loan and paying yourself, course fees will be due for payment in three equal instalments over the year. This may be adjusted across four terms for students on the MA Theatre Lab. Unless you have the prior written agreement of RADA to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 5.5 Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.6 You are advised, at the earliest opportunity, to inform RADA of any variation to you situation which may affects 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 RADA because, for example, you withdraw or RADA 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 normally be calculated based upon the date that RADA is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission outlined in the Academic Regulations and Policies (see student intranet, or the appropriate forms can be obtained from your course officer in Student & Academic Services).
- 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)
Within the first week.	0%
After week 1 - 1 December	33%
2 December -1 March	67%
1 March - 1 May	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 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 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 Debts and re-enrolment

7.1 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.

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.

1.1 Final year students may not be able to graduate if they owe any outstanding tuition fees to RADA.

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 & Operations or her/his nominated officer.

9 Further information

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

Approved: 29 November 2016