

ROYAL ACADEMY OF DANCE TERMS AND CONDITIONS

Pathway to RAD Registered Teacher Status (RTS)

Fees

Course fees are **not normally refundable**. Please read the information below regarding withdrawals and suspension of studies. **Students will be ultimately liable for all tuition fees even if a third party is paying a part or the full amount.**

Closing Dates

Applicants are asked to apply early to ensure a place on the Pathway to RAD RTS as each course cohort has a limited number of places.

Language of Delivery

The language of delivery is English. If English is not your first language please visit the [International English Language Testing System \(IELTS\) website](#). Although an IELTS test is not required, it is a good indicator of the standard of English required for the course. You should achieve a score of 6 or more overall on the IELTS test.

General Terms and Conditions

All applications and payments will be processed in order of receipt. We will contact you primarily by email. If the email address on the application form is unclear, incorrect or illegible, the RAD cannot be held responsible for missed or misdirected email communications. Written confirmation of your application may not be sent until after the closing date. Applications are non-transferable.

Withdrawal

Students are required to notify the CPD Department of an intention to withdraw by requesting, completing and returning the withdrawal form. Please contact the CPD Department (pathways@rad.org.uk / +44 (0)20 7326 8094) for further details.

If you are a new student and your withdrawal form is received within two weeks of the start of the Pathway to RAD RTS (including any induction period), you will not be required to pay course fees and any fees paid in advance will be refunded.

If you withdraw after this two week period you will be liable for the full fees paid unless in exceptional circumstances.

Extension

The Pathway to RAD RTS is advertised as comprising of modules completed through self-study and students are responsible for completing all assessments by the published submission deadline. Extensions will only be considered in exceptional circumstances.

Suspension of Studies

Students are required to notify the CPD Department of an intention to suspend their studies by requesting, completing and returning the suspension of studies form. Please contact the CPD Department (pathways@rad.org.uk / +44 (0)20 7326 8094). Students can only suspend their studies once and for one year only.

If you wish to suspend your studies you must apply within **four weeks of the start of the Pathway to RAD RTS**. Applications will only be considered after this point if there are exceptional circumstances.

An administration fee of £200 will normally be charged on return to study. Following approval and receipt of the suspension fee, students who have suspended will be eligible to resume their studies at the next time of course delivery at the same point that they suspended in the original year of study.

Assessment and resits

Students who do not pass a module at the first attempt will have **one** further opportunity to achieve the assessment. This will be within a year, when the next assessment is offered.

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Students who do not pass a module on resit will be required to withdraw from the course. If you are required to re-sit a module assessment you will be charged an additional re-sit assessment fee of £100 per module.

Payment Details

The Pathway to RAD RTS consists of three modules studied from 5 March 2019, with all assessments to be submitted by 22 July 2019. The full course fee must be paid in one instalment by the date shown below.

£1,990 paid by 19 February 2019

No Pathway to RAD RTS materials will be available until the payment of the appropriate instalment has been received. No extensions will be given where a student's study time is reduced due to late receipt of payment.

The Academy reserves the right to charge interest at 1.5% above the bank rate in the case of late payment. It is a requirement of the Royal Academy of Dance that all fees must be settled before a successful student can become eligible for Registered Teacher Status (RTS).

Methods of Payment

Payment is due on acceptance of your offer of a place on the course. You will receive a link to the RAD online booking platform *Eventbrite*. The full course fee must be paid in one instalment by 19 February 2019. You can also pay by bank transfer.

If you wish to pay by **bank transfer** please follow the guidelines below:

Please use your surname (not the transferrer if different from yours) and the name of the activity as your reference on the payment, e.g. SmithPathway. Failure to do so can result in your payment remaining unidentified and your fees considered being outstanding. All charges must be borne by the transferrer.

Bank details for Royal Academy of Dance

- **Bank:** HSBC Bank PLC
- **Branch:** 31 Holborn Circus, London, EC1N 2HR
- **Account Name:** Royal Academy of Dance

For sterling transfers

- **Bank Account No:** 90055948
- **Sort Code:** 40-11-58
- **Swift Code:** HBUKGB4194P
- **IBAN:** GB48HBUK40115890055948

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The information in this and other printed or electronic brochures/notices is correct at the time of print or going online.

The Royal Academy of Dance reserves the right to cancel the scheduled course if, by the application closing date, we fail to secure sufficient number of students to make the course financially viable. In this case fees will be refunded in full and no liability will be accepted for travel, accommodation or any other expenses incurred by participants.

Privacy Notices and Data Protection Policy

For CPD Privacy Notice please visit <https://www.royalacademyofdance.org/privacy-notice#cpd>

For RAD Privacy Notice please visit <https://www.royalacademyofdance.org/privacy-notice>

For RAD Data Protection Policy please visit <https://www.royalacademyofdance.org/about/about-the-rad/rules-regulations-and-policies>