

TERMS AND CONDITIONS

Professional Award in Adult Dance Practice



Fees

1. The Academy reserves the right to amend fees where either tax changes take place during a calendar year or circumstances, such as the introduction of or a devaluation of a currency, dictate.
2. Students who complete the full award within 24 months of application will pay the individual module fee published at the time of application. After 24 months, individual module fees will be based on the published fee in the year the module is started.
3. Payment for activities should be submitted separately from payment for resources.

Closing Dates

4. Applicants are asked to apply early to ensure a place as each course has a limited number of places.

General Terms and Conditions

5. All applications and payments will be processed in order of receipt.
6. 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.
7. Written confirmation of your application may not be sent until after the closing date.
8. Applications are non-transferable.

Withdrawal

9. Programme fees are **not normally refundable**. Please read the information below regarding withdrawals and suspension of studies.
10. Students are required to notify the Continuing Professional Development Department (CPD) of an intention to withdraw by completing and returning the withdrawal form. Please contact CPD Department for further details cpd@rad.org.uk

11. Participants who withdraw voluntarily will have their module fees refunded, as follows:

- a) Participants who withdraw voluntarily will have their activity fees refunded, as follows: withdrawals up to four (4) weeks before the start date will receive a 90% refund.
- b) Withdrawals between four (4) weeks and six (6) working days prior to the activity will receive a 50% refund there will be no refund for withdrawals made five (5) or fewer working days prior to the start of the activity.
- c) Participants who have to withdraw due to injury or illness, before the activity starts, will receive a 90% refund, subject to the receipt of medical evidence.

12. If you registered for the full award and have to withdraw at the end of the year you must submit the appropriate paperwork by 1 December otherwise you may be liable for the following year's fees.

13. If you are requested to withdraw from the module by the Director of Education on academic grounds, a refund will be made for any fees paid in advance.

14. If you are requested to withdraw for reasons in relation to your conduct no refund will be given.

Suspension of Studies

15. Students are required to notify the CPD Department of an intention to suspend their studies by completing and returning the suspension of studies form. Students can only suspend their studies once and for one year only.

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

17. An administration fee of £200 will normally be charged and on return to study you will be charged the fee rate of the cohort which you join for each additional year of study. Once a request for a suspension has been made you will have a further four weeks to return the completed documentation and pay the suspension fee. Failure to do so may result in you being considered as withdrawn as above.

18. Participants with an existing injury attend the activity at their own risk. Participants should consider whether they need insurance coverage in case of injury during the activity.

19. The Academy does not normally provide receipts unless requested to do so. An alternative for teachers is to retain a copy of their application and match it with their credit card slip / bank statement as evidence for their accountants.

20. The Academy reserves the right to alter the advertised programme and/or tutor without prior notice. The information in this and other printed or electronic brochures/notices is correct at the time of print or going online.

21. The RAD reserves the right to amend the Application Form and these Terms and Conditions.

22. Any CPD Value that an activity may carry is awarded in accordance with the Rules and Regulations of the RAD CPD Scheme. Any CPD Value accrued cannot be transferred between applicants.

23. The Academy reserves the right to cancel the scheduled module(s), 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.

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Payment Details

24. The programme consists of four modules, usually studied over two years. Fees can be paid on a module-by-module basis. Alternatively, the whole fee can be paid in one (1) lump sum. The final date for payment for each module is stated below. Students may pay before these dates, but fees must be paid and cleared through banking by each of the due dates.

Final date for payment CPD 510	18 January 2019
Final date for payment CPD 511	10 May 2019

Final date for payment CPD 512	18 January 2019
Final Date for payment CPD 513	10 May 2019

25. No study 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.

26. 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 receive the award.

Privacy Notice

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

28. RAD Data Protection Policy can be found on the website at: <https://www.royalacademyofdance.org/about/about-the-rad/rules-regulations-and-policies>

The Royal Academy of Dance reserves the right to alter these Terms and Conditions.