

ROYAL ACADEMY OF DANCE TERMS AND CONDITIONS

Pathway to RAD Registered Teacher Status (RTS)

Fees

Pathway 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 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 the test is not required, it is a good indicator of the standard of English required for the programme. 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 will not be sent until after the closing date.

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 8958) 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 tuition 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 extenuating circumstances.

If you are requested to withdraw from the Pathway to RAD RTS by the Director of Education and Training on academic grounds, a refund will be made for any outstanding tuition where fees have been paid in advance. If you are requested to withdraw for reasons in relation to your conduct no refund will be given.

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 to the submission deadline 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 and on return to 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.

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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. 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 examination fee.

Payment Details

The Pathway to RAD RTS consists of three modules studied from March 5, 2018, with all assessments to be submitted by July 20, 2018. The full tuition fee must be paid in one instalment by the date shown below.

£1,950 paid by 19 February 2018

No Pathway to RAD RTS materials will be available until the payment of the full tuition fee 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 apply for Registered Teachers Status.

Methods of Payment

Payment is due on acceptance of your offer. You will receive a link to the RAD online booking platform *Eventbrite*. The full tuition must be paid in one instalment by 19 February 2018. You can also pay by bank transfer.

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

All charges must be borne by the transferrer. When submitting your application, please attach a copy of the bank transfer confirmation to help us to match up the payments. Please ensure that your name (not the transferrer if different from yours) and name of the activity is given to the bank to ensure we can identify the payment. Failure to do so can result in your payment remaining unidentified and your fees considered being outstanding.

Bank details

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

For sterling payments

IBAN: GB48HBUK40115890055948
Swift Code: HBUKGB4194P
Account No: 90055948
UK Bank Sort Code 40 – 11 – 58

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

The Royal Academy of Dance 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.

The Royal Academy of Dance reserves the right to amend the Application Form and these Terms and Conditions.

The Royal Academy of Dance reserves the right to cancel the scheduled module(s), in this case fees will be refunded in full.