

TERMS AND CONDITIONS

Licentiate of the Royal Academy of Dance

Fees

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

Withdrawal

Students are required to notify the Registry of an intention to withdraw by completing and returning the withdrawal form. Please contact Registry for further details.

If you wish to withdraw at the end of a Level you must submit the appropriate paperwork by **31 January**, otherwise you will be liable for the fees for the following Level.

Suspension of Studies

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

If you wish to suspend your studies, you must apply by **31 January**. Applications will only be considered after this point if there are extenuating circumstances. 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.

Payment Details

The Programme fee is due, in full, by **1 May** each year.

No programme materials will be available until full payment 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 graduate.

The Programme Fee does not include any extra coaching or external awarding body examination fees (e.g. RAD, ISTD).

Methods of Payment

You may choose one of the following methods, remembering to quote your **Account Reference** and your **Invoice Number** for any type of payment:

By Credit/Debit Card	You may pay by Visa/MasterCard or alternatively by Debit Card/Maestro/Connect if you live in the UK.
By Bank Transfer	You may pay by transferring fees directly from your own bank account to the Academy's bank account, our bank account details are on the front of your invoice. Please ensure that you use the Invoice Number as reference for your payment.

Payment Office

Finance Department, Royal Academy of Dance, 36 Battersea Square, London SW11 3RA, United Kingdom
Telephone +44 (0)20 7326 8018 or 8016 Facsimile +44 (0)20 7924 3129 Email finance@rad.org.uk

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