

TERMS AND CONDITIONS

Professional Dancers' Graduate Teaching Diploma (PDGTD)

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 on registry@rad.org.uk

If you are a new student and your withdrawal form is received within **four weeks of the start of the programme** (including the induction period), or you have extenuating circumstances, you will not be required to pay tuition fees and any tuition fees paid in advance, will be refunded.

If you wish to withdraw during an academic year you will normally be required to pay the full fees for that year, unless you have extenuating circumstances, or you withdraw within four weeks of the start of the programme. In these circumstances you will not be required to pay fees for future instalments and any fees paid in advance might be refunded.

If you are requested to withdraw from the programme by the Director of Education on academic grounds, a refund will be made for any outstanding modules 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.

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 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 programme**. Applications will only be considered after this point if there are extenuating circumstances.

An administration fee of £200, paid to RAD London, will normally be charged. 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.

Payment Details

The programme consists of three modules. The invoice is for the full tuition fees which must be paid in two equal instalments by the dates shown below. Students may pay before these dates, but at least one half of the fees invoiced must be paid and cleared through banking by each of the due dates.

Payment Dates	
1 st Instalment	5 January 2024
2 nd Instalment	1 June 2024

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No programme 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 graduate.

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:

<i>By Credit/Debit Card</i>	You may pay by Visa/MasterCard or alternatively by Debit Card/Maestro/Connect if you live in the UK.
<i>By Bank Transfer</i>	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, 188 York Road, Battersea, London, SW11 3JZ, United Kingdom
Telephone +44 (0)20 7326 8018 or
Email finance@rad.org.uk

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