

# ROYAL ACADEMY OF DANCE

## Examination Fees and Payments Policy

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### **1 Purpose**

- 1.1 This document specifies the policy and procedures used for the publication and payment of fees for RAD examinations.

### **2 Policy**

- 2.1 Exam fees are reviewed regularly, and at least once annually, by each country office. The up-to-date fees will be advertised on the relevant country's website.
- 2.2 The Fees Tables include the fee per candidate for each examination offered in both types of examination location<sup>1</sup>, and exam type, as well as fees for late entries, administrative surcharges, result enquiries, appeals, and Examination Feedback Seminars. They are published annually and are available from the RAD website.
- 2.3 The Fees Tables include a clear and detailed description of the main features and services provided in relation to fees listed for qualifications.
- 2.4 Examination fees are only published for countries where there is an established provision of services and where the scheduled examination session exceeds seven days. In countries where a session is less than seven days an applicant will normally be required to pay the full cost of providing those services.
- 2.5 Information on withdrawals and refunds is published in the Specifications, available on RAD websites.
- 2.6 Examination session dates are published in regional and national RAD publications and on RAD websites.

### **3 Procedures**

- 3.1 Examination fees must be paid in full by the applicant at the time of entry. Entries cannot normally be accepted unless accompanied by the fee.

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<sup>1</sup> Approved Examination Centres (AECs) and RAD Approved Venues (RAVs)

- 3.2 Fees must be paid by the applicant by credit/debit card, bank draft, bank transfer, or online payment at the time of entry, as available according to location and local rules.
- 3.3 Where applicants are using RAD Online Exam Entries, an invoice is downloadable from the system after the entry has been submitted where the 'invoice' option is available and selected.
- 3.4 In a number of locations, a receipt can be provided on request. Where applicants are using RAD Online Exam Entries, a receipt is downloadable from the system after the entry has been marked as 'paid'.
- 3.5 Where credit card payments are taken, the details will not be written down, sent by email or confirmed verbally by the recipient over the phone (NB. they can be confirmed verbally by the card-owner). Telephone card payments are processed immediately as the details are dictated by the customer.
- 3.6 In certain cases, an RAD office may agree that an applicant may withhold a portion of the fees payable in order to pay local costs incurred on behalf of the RAD such as examiner accommodation or subsistence. Any such arrangements are made entirely at the discretion of the relevant RAD office, with the applicant's agreement, will be fully documented, and all relevant accounts and paperwork maintained for auditing purposes.
- 3.7 Evidence of payments made separately from online exam entries, such as bank transfers or online payments, must be provided at the time of entry. Scanned evidence of bank transfers or online payments is acceptable.
- 3.8 Records of worldwide examinations fees charged are kept according to the RAD's Information Management Policy.
- 3.9 An auditable trail of transactions can be provided on request from Finance departments in the relevant office. Contact details are published in Focus on Exams and on RAD websites.

## 4 Responsibilities

- 4.1 The Board of Trustees, through the Finance sub-Committee and as part of the annual budgeting process, is responsible for approving fees chargeable for examinations and associated services.
- 4.2 The Chief Operating Officer is responsible for determining financial processes and systems.
- 4.3 The Director of Examinations is responsible for signing off the qualifications fees and payments policy.
- 4.4 The Head of Exams Operations is responsible for the management, development and review of the policy.

## 5 Monitoring and review

- 5.1 The qualifications fees and payments policy is monitored on a regular basis by the Examinations and Regulatory Subcommittee.
- 5.2 The policy is reviewed on an annual basis and is signed off by the Director of Examinations.

## 6 Compliance with our Regulators

<b>Ofqual Conditions</b>	F1.1 In respect of each of its qualifications that it makes available for purchase, an awarding organisation must publish the following information for potential purchasers in England – <ul style="list-style-type: none"><li>1. (a) where possible, the Standard Qualification Fee.</li><li>2. (b) where applicable, any Package Fee.</li><li>3. (c) where possible, any Associated Learner Fees.</li><li>4. (d) where possible, any Mandatory Centre Fees.</li><li>5. (e) where it is not possible for the awarding organisation to calculate a Standard Qualification Fee, Associated Learner Fees or any Mandatory Centre Fees, a</li></ul>
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	<p style="text-align: center;">statement of the method by which these fees are calculated.</p> <p>F1.2 An awarding organisation must ensure that the information which it publishes as required by Condition F1.1 is –</p> <ol style="list-style-type: none"> <li>1. (a) kept up to date,</li> <li>2. (b) clear to a potential purchaser, and</li> <li>3. (c) easily accessible to any potential purchaser without that person having to request it from, or provide any information to, the awarding organisation.</li> </ol> <p>F1.3 An awarding organisation must take all reasonable steps to publish the information required by Condition F1.1 sufficiently far in advance of the time at which the qualifications to which that information relates will be made available to Learners as to satisfy the reasonable planning requirements of potential purchasers.</p> <p>F1.4 Where such information cannot be published to this timescale, the awarding organisation must instead provide or make available to potential purchasers information that is sufficient to give a reasonable indication of its likely fees, together with a clear statement to make potential purchasers aware that this information is only indicative.</p> <p>F1.5 In respect of each of its qualifications that it makes available for purchase, an awarding organisation must make the information set out in Condition F1.1(a) – (e) available for potential purchasers outside England on request.</p>
<p><b>SQA Accreditation Principles</b></p>	<p><b>2.</b> The awarding body must demonstrate clearly defined business planning processes which show evidence of management commitment and decision making and ongoing review</p> <p><b>5.</b> The awarding body and its providers must provide clear information on their procedures, products and services and ensure that they are</p>

	accurate and appropriate to accredited qualifications
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Circulation list:

- National Directors, National and Regional Managers, and Representative Offices
- RAD websites
- SQA Accreditation portal

Approved by:



**Mary Keene**  
**Director of Examinations**