

ROYAL ACADEMY OF DANCE

Exam Fees and Payments Policy

1 Purpose

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

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 exam offered in both types of exam location¹, and exam type, as well as fees for late entries, administrative surcharges, result enquiries, appeals, and Examiner 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 Exam fees are only published for countries where there is an established provision of services and where the scheduled exam 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 Exam session dates are published in regional and national RAD publications and on RAD websites.

3 Procedures

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

¹ Approved Exam Centres (AECs) and RAD Approved Venues (RAVs)


- 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 Exams 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 Exams and associated services.
- 4.2 The Chief Operating Officer is responsible for determining financial processes and systems.
- 4.3 The Director of Exams 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 This policy is monitored by the Exams and Regulatory Subcommittee.
- 5.2 This policy is reviewed on an annual basis and signed off by the Director of Examinations.

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Approved by	 Mary Keene Director of Exams
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