



This leaflet sets out the fees payable and the various methods of payment available. It includes a Direct Debit authorisation form and Credit/Debit Card authorisation form, as well as a Payment Registration form which is a check list of the documents you should provide us with, so that we can make your payment process as smooth as possible. More information on fees and funding can be found on the Faculty of Education website pages at www.rad.org.uk/he-fees

FEES and PAYMENTS 2014/15

How much do I have to pay?

1. FEES

Fees for programmes of study which commence in the academic year 2014/15 are shown below. All fees are shown per year and if you are on a part-time programme, the fee is per year of study.

FULL TIME PROGRAMMES	Fee	Registration Fee
PGCE: Dance Teaching	£6,000	
BA (Hons) Ballet Education		
UK/EU students	£6,000	
International students	£10,530	
BA (Hons) Dance Education:		
Certificate of Higher Education Level 4	£5,275	£120
Diploma of Higher Education Level 5	£5,275	
BA (Hons) Dance Education Level 6	£5,320	
BA Dance Education Access Module	£580	
Master of Teaching (Dance) Access Module	£580	
Licentiate of the Royal Academy of Dance	£1,650	
Professional Dancers' Teaching Diploma	£6,070	
Professional Dancers' Postgraduate Teaching Certificate (Berlin)	€6,070	
PART TIME PROGRAMMES		
Master of Teaching (Dance)	£2,835	
BA (Hons) Dance Education:		
Certificate of Higher Education Level 4 (Yr 1)	£2,660	£120
Diploma of Higher Education Level 5 (Yr 1)	£2,660	
BA (Hons) Dance Education Level 6 (Yr 1)	£2,668	
Diploma in Dance Teaching Studies (Yr 1)	£2,585	
Certificate in Ballet Teaching Studies (Yr 1)	£2,660	

For students who enrolled in 2013/14 for part-time study, the second year fees are shown below:

PART TIME PROGRAMMES	Fee
BA (Hons) Dance Education:	
Certificate of Higher Education Level 1 (Yr 2)	£2,535
Diploma of Higher Education Level 2 (Yr 2)	£2,535
BA (Hons) Dance Education Level 3 (Yr 2)	£2,555
Diploma in Dance Teaching Studies (Yr 2)	£2,460
Certificate in Ballet Teaching Studies (Yr 2)	£2,555

2. INVOICES

Students will receive one invoice for the whole year of study and this will show the total fees payable. An invoice is not a payment schedule and will not indicate individual instalments. It is the student's responsibility to choose a method of payment which suits their financial needs and the programmes terms and conditions.

Unless you have told us and provided evidence that a third party will be paying some or all of the fees on your behalf, we will invoice you for the full amount of fees due and you will remain responsible for payment. Students will be liable for all tuition fees, even if a third party is paying part or the full amount.

Student Loan Company

It is the responsibility of the student to apply to the Student Finance England (SFE) and its regional equivalents for assistance, not the Academy's. Students who have been approved for a Loan through Student Finance must provide evidence to the Finance Department of the amount of tuition fees to be covered by Student Finance. The student will remain responsible for the payment of the Tuition Fees until such time as the Finance Department has received confirmation from the student that the Student Loans Company (SLC) will be paying it on behalf of SFE and that payment has been received. If your Student Finance loan only covers a portion of your fees, you will need to make arrangements to pay the difference directly to the Academy.

Professional and Career Development Loan

Students who have arranged to take out a Professional and Career Development Loan or a Loan from any other similar scheme must provide evidence of the amount of fees to be covered by the loan. If your loan only covers a portion of your fees, you will need to make arrangements to pay the difference; however the student will remain responsible for payment of all fees due until such time as the Professional and Career Development Loan or Loan from any other similar scheme has been confirmed in writing and received by the RAD. Any payments received from the student in excess of that paid by the loan will be refunded to the original payer.

Dancers' Career Development Grant

Students whose fees are being provided for by Dancers' Career Development must provide evidence of the amount of fees to be covered by the grant. If your grant only covers a portion of your fees, you will need to make arrangements to pay the difference; however the student will remain responsible for payment of all fees due until such time the Dancers' Career Development grant has been confirmed in writing and received by the RAD. Any payments received from the student in excess of that paid by the loan will be refunded to the original payer.

Sponsorship or educational grants

If you are being sponsored by an organisation or trust then you must provide a letter from them confirming the sponsorship and how they wish to be invoiced. The letter from your sponsor must indicate the amount they are paying, the programme of study, how long the sponsorship or grant will last, and your name. If the amount for subsequent years is not quantified in the initial letter, you must provide a similar letter in subsequent years. Please be aware that if your sponsor withdraws your funding you will become personally liable for the payment of any outstanding fees.

If you believe you have been charged the wrong fees or have any questions regarding student finance, please contact the Student Records Officer in the Faculty of Education on +44 (0) 20 7326 8042.

What happens if I fail to pay my fees?

3. STATEMENTS

The Finance Department will send out statements showing amounts due. This statement is a reminder of the fees that you still have to pay. If you have chosen to pay by direct debit then you need take no further action.

If your bank or credit card company has refused a payment we will notify you.

If you do not pay your fees by the due dates for payment, this may mean your access to facilities will be withdrawn and for some programmes, access to materials online or through the post will be withdrawn and you will be recorded as a debtor by the Royal Academy of Dance.

The Faculty of Education reserves the right to suspend students who are in arrears on their fee payments from attendance or online access and cancel their registration.

If you have a concern about any payments you have made, please contact the Finance Department.

How can I pay?

4. METHODS OF PAYMENT

You may choose one of the following methods:

By Direct Debit

If you have a current UK bank account you can pay your annual fees by direct debit in agreed instalments, depending on your programme of study. These are shown in Section 6 of this leaflet.

By Credit/Debit card (single authority)

You may pay by Credit/Debit card if you live in the UK. You must pay by single authority each time you need to pay, depending on your programme of study. Please refer to Section 6 of this leaflet.

By Cheque

You may pay your fees by £sterling cheque drawn on a UK bank account or by sterling bank draft. You can pay for the full year or in instalments as outlined in the terms and conditions for each term of the programme as it becomes due. All payments should be in £sterling and made payable to "Royal Academy of Dance". Please print your name, account reference **which will be on your invoice** and your Invoice Number on the back of the cheque.

By Cash

Cash payments can **only** be made in person at the Finance Department (see **Office Hours and Contact Details on page 4**). A receipt will be issued for all cash payments.

By Bank Transfer

You may pay by transferring fees directly from your own bank account to the Academy's bank account. All charges must be borne by the transferor. Please ensure that your name (not the transferor if different from yours), the account reference **which will be on your invoice** and your Invoice Number 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 transfers:

Bank Account No: 81783521

Sort code 40-03-28

Swift Code MIDLGB22

IBAN: GB91MIDL40032881783521

For Euro transfers:

Bank Account No: 57596782

BIC Code: MIDLGB22

IBAN: GB03MIDL40051557596782

Finance Department

Address: Finance Department, Royal Academy of Dance, 36 Battersea Square,
London, SW11 3RA, United Kingdom

Contact details: Telephone: +44 (0) 20 7326 8016, 8018 or 8904
Facsimile: +44 (0) 20 7924 3129
Email: finance@rad.org.uk

Office Hours: 10:00hrs – 18:00hrs Monday – Thursday (UK time)
10:00hrs – 17:30hrs Friday (UK time)

When do I have to pay?

5. FREQUENCY OF PAYMENT

Unless you choose to pay by direct debit, all fees are due by specified closing dates. These differ according to the type of programme of study and the fee due. These are shown below. **The payment of fees can affect the delivery of modules or access to your materials online.** The complete terms and conditions can be found on the Faculty of Education website pages at www.radeducation.org.uk.

FULL TIME PROGRAMMES		Fee		Due by	Due by	Due by
PGCE: Dance Teaching		£6,000	Payable in three instalments	Aug 1 st	Jan 1 st	Mar 1 st
BA (Hons) Ballet Education						
UK/EU students – all levels		£6,000	Payable in three instalments	Sept 1 st	Jan 1 st	Mar 1 st
International students – all levels		£10,530	Payable in three instalments	Sept 1 st	Jan 1 st	Mar 1 st
BA (Hons) Dance Education						
Certificate of Higher Education Level 4*		£5,275	Payable in three instalments	Sept 1 st	Jan 1 st	Mar 1 st
Diploma of Higher Education Level 5		£5,275	Payable in three instalments	Sept 1 st	Jan 1 st	Mar 1 st
BA (Hons) Dance Education Level 6		£5,320	Payable in three instalments	Sept 1 st	Jan 1 st	Mar 1 st
BA Dance Education Access Module		£580	Payable prior to start of module	Dec 1 st		
Master of Teaching (Dance) Access Module		£580	Payable prior to start of module	Dec 1 st		
Licentiate of the Royal Academy of Dance		£1,650	Payable prior to start of programme	May 1 st		
Professional Dancers' Teaching Diploma		£6,070	Payable prior to start of programme	May 1 st		
Professional Dancers' Postgraduate Teaching Certificate (Berlin)		€6,070	See website for further details			
PART TIME PROGRAMMES		Yr 1 Fee	Yr 2 Fee**			
Master of Teaching (Dance)*		£2,835	£2,700	Payable in three instalments	Aug 1 st	Jan 1 st Apr 1 st
BA (Hons) Dance Education		Yr 1 Fee	Yr 2 Fee***			
Certificate of Higher Education Level 4 ****		£5,275	£2,535	Payable in three instalments	Sept 1 st	Jan 1 st Mar 1 st
Diploma of Higher Education Level 5		£5,275	£2,535	Payable in three instalments	Sept 1 st	Jan 1 st Mar 1 st
BA (Hons) Dance Education Level 6		£5,320	£2,555	Payable in three instalments	Sept 1 st	Jan 1 st Mar 1 st
Diploma in Dance Teaching Studies		£2,585	£2,460	Payable in two instalments	Dec 1 st	April 1 st
Certificate in Ballet Teaching Studies		£2,660	£2,555	Payable in two instalments	Dec 1 st	April 1 st

* Students who enrolled on the MTD prior to Sept 2012 will continue to pay by module.

** MTD can be studied over two or three years, so payment amounts will depend on length of study/Year 2 fee applies to those students who enrolled in 2013/14 and will be divided into two payments if studying over three years (50%).

*** BADE and CBTS/DDTS Year 2 fee applies only to those students who enrolled in 2013/14.

**** A Registration fee of £120 will have been collected at offer stage.

6. INSTALMENT PLAN

The Academy recognises that it is sometimes difficult for students to pay the required amounts by the closing dates or to remember that a payment is due; and therefore offers students the ability to pay by instalments for some programmes of study. There are no instalment plans for programmes of study of less than 12 weeks. For students whose fees are partially paid by a third party, the difference may be paid in pro rata instalments (if an instalment plan exists).

If you choose any of the instalment plans, you must sign a direct debit authorisation and pay the first instalment by cheque, cash or credit/debit card on submission of the form. We can only accept original direct debit authorisation forms. Electronically submitted or copies will not be accepted. The Finance Department will administer these authorisations; however it remains your responsibility to ensure that there are sufficient funds available in your designated bank account or on your credit/debit card. Please check that the funds have left your account and if at any time, your bank refuses payment, the Finance Department will contact you and may cancel your instalment plan.

If you choose to pay by cash, cheque, single credit/debit card transaction or bank transfer, you must pay by the dates shown in Section 5 above.

FULL TIME PROGRAMMES

PGCE: Dance Teaching	3 instalments by each of the closing dates shown
BA (Hons) Ballet Education	
UK/EU students:	3 instalments by each of the closing dates shown
International students:	8 further instalments commencing Oct 2014
BA (Hons) Dance Education	
Certificate of Higher Education Level 4:	8 further instalments commencing Oct 2014 *
Diploma of Higher Education Level 5:	8 further instalments commencing Oct 2014 *
BA (Hons) Dance Education Level 6:	8 further instalments commencing Oct 2014 *
Master of Teaching (Dance) Access Module	No instalment plan
BA Dance Education Access Module	No instalment plan
Licentiate of the Royal Academy of Dance	No instalment plan
Professional Dancers' Teaching Diploma	No instalment plan
Professional Dancers' Postgraduate Teaching Certificate (Berlin)	No instalment plan

PART TIME PROGRAMMES

Master of Teaching (Dance) (Yr 1)	8 further instalments commencing Oct 2014 *
BA (Hons) Dance Education	
Certificate of Higher Education Level 4 (Yr 1):	8 further instalments commencing Oct 2014 *
Diploma of Higher Education Level 5 (Yr 1):	8 further instalments commencing Oct 2014 *
BA (Hons) Dance Education Level 6 (Yr 1):	8 further instalments commencing Oct 2014 *
Diploma in Dance Teaching Studies (Yr 1):	7 further instalments commencing Jan 2015 *
Certificate in Ballet Teaching Studies (Yr 1):	7 further instalments commencing Jan 2015 *
<i>*1st instalment must be paid with the direct debit mandate form (by credit/debit card or by cheque) otherwise, your form will not be processed and this may affect the delivery of modules or access to your materials online.</i>	

For those part time students who enrolled in the academic year 2013/14

PART TIME PROGRAMMES

Master of Teaching (Dance) (Yr 2)	8 further instalments commencing Oct 2014 *
BA (Hons) Dance Education	
Certificate of Higher Education Level 4 (Yr 2):	8 further instalments commencing Oct 2014 *
Diploma of Higher Education Level 5 (Yr 2):	8 further instalments commencing Oct 2014 *
BA (Hons) Dance Education Level 6 (Yr 2):	8 further instalments commencing Oct 2014 *
Diploma in Dance Teaching Studies (Yr 2):	7 further instalments commencing Jan 2015 *
Certificate in Ballet Teaching Studies (Yr 2):	7 further instalments commencing Jan 2015 *
<i>*1st instalment must be paid with the direct debit mandate form (by credit/debit card or by cheque) otherwise, your form will not be processed and this may affect the delivery of modules or access to your materials online.</i>	

6. INSTALMENT PLAN

FULL TIME PROGRAMMES	Fee (2014/15 start)	Initial Instalment Payment for Direct Debit set up	Further equal instalments to be taken on 1st of month/due date
PGCE: Dance Teaching	£6,000	£2,000 (1 instalment)	£2,000 (2 instalments)
BA (Hons) Ballet Education			
UK/EU students	£6,000	£2,000 (1 instalment)	£2,000 (2 instalments)
International students	£10,530	£1,530 (1 instalment)	£1,125 (8 instalments)
BA (Hons) Dance Education:			
Certificate of Higher Education Level 4	£5,275	£875 (1 instalment)	£550 (8 instalments)
Diploma of Higher Education Level 5	£5,275	£875 (1 instalment)	£550 (8 instalments)
BA (Hons) Dance Education Level 6	£5,320	£880 (1 instalment)	£555 (8 instalments)
BA Dance Education Access Module	£580	N/A	
Master of Teaching (Dance) Access Module	£580	N/A	
Licentiate of the Royal Academy of Dance	£1,650	N/A	
Professional Dancers' Teaching Diploma	£6,070	N/A	
Professional Dancers' Postgraduate Teaching Certificate (Berlin)	€6,070	N/A	

PART TIME PROGRAMMES	Fee (2014/15 start)	Initial Instalment Payment for Direct Debit set up	Further equal instalments to be taken on 1st of month/due date
Master of Teaching (Dance)	£2,835	£835 (1 instalment)	£250 (8 instalments)
BA (Hons) Dance Education:			
Certificate of Higher Education Level 4	£2,660	£660 (1 instalment)	£250 (8 instalments)
Diploma of Higher Education Level 5	£2,660	£660 (1 instalment)	£250 (8 instalments)
BA (Hons) Dance Education Level 6	£2,668	£668 (1 instalment)	£250 (8 instalments)
Diploma in Dance Teaching Studies	£2,585	£485 (1 instalment)	£300 (7 instalments)
Certificate in Ballet Teaching Studies	£2,660	£560 (1 instalment)	£300 (7 instalments)

PART TIME PROGRAMMES	Yr 2 Fee (2013/14 start)	Initial Instalment Payment for Direct Debit set up	Further equal instalments to be taken on 1st of month/due date
Master of Teaching (Dance)	£2,700	£700 (1 instalment)	£250 (8 instalments)
BA (Hons) Dance Education:			
Certificate of Higher Education Level 4	£2,535	£535 (1 instalment)	£250 (8 instalments)
Diploma of Higher Education Level 5	£2,535	£505 (1 instalment)	£250 (8 instalments)
BA (Hons) Dance Education Level 6	£2,555	£520 (1 instalment)	£250 (8 instalments)
Diploma in Dance Teaching Studies	£2,460	£500 (1 instalment)	£280 (7 instalments)
Certificate in Ballet Teaching Studies	£2,555	£595 (1 instalment)	£280 (7 instalments)

7. PAYMENT BY DIRECT DEBIT

With the Direct Debit scheme you can pay your fees in full or by instalments. The option of paying by instalments is **only** available for students who are paying their own fees and have a current UK bank account.

1. You need to complete the **Direct Debit form** attached. Please ensure you include your full name, RAD ID and programme of study in the box provided. This is especially important where the bank account is held by another party. You need to give the direct debit form to the Finance Department together with your Payment Registration Form.
2. **You must pay your first instalment when returning the form, as this indicates your intention to pay by instalments going forward (see page 7)**
3. Once we have received the form and first instalment, we will give your bank the necessary details. The second or only payment will be made in accordance with the instalment plan or closing date as appropriate to your instruction.
4. It can take up to three weeks for the bank to confirm the direct debit set up. If there are delays, we reserve the right to take two instalments in one month.
5. We reserve the right to fix the date of collection of the direct debit, which will usually be on the 1st of the month.

Please read the guarantee notes on the Direct Debit form carefully.

Please note:

- The RAD is unable to change the dates of the agreement.
- To cancel the Direct Debit you must inform your Bank and the Finance Department in **writing**.
- The printed information on the form should not be altered.
- The RAD will cancel the agreement if you fail to meet the payment set; fail to pay a debt as ordered by the court; or give false information in connection with this agreement.

8. PAYMENT BY CREDIT / DEBIT CARD

The option of paying by instalments is **only** available for students who are paying their own fees. You can pay your fees by Credit/Debit card if you have a valid card with sufficient funds available.

You need to complete the **Credit/Debit authorisation form** enclosed. Please ensure you give your own name if different from the Cardholder.

If you wish to have a receipt you must ask the Finance Department as we do not issue them unless requested.

If you have any questions or queries regarding the Direct Debit scheme please contact the Finance Department – details on page 4.

PAYMENT REGISTRATION FORM

All students should complete the Payment Registration Form and send it with any payments, forms / authorisations and evidence of third party funding to the Finance Department at the Royal Academy of Dance, 36 Battersea Square, London, SW11 3RA, United Kingdom

Full Name: _____

Correspondence Address: _____

Daytime tel no: _____ Email Address: _____

My current programme of study is:

Name of programme: _____

Year of enrolment: _____ **Mode of study:** †Part time ‡Full time

Tuition Fees (Please indicate how you wish to pay your tuition fees by completing the sections below)
If you are funding yourself:

- I wish to pay by instalments and have enclosed the 1st instalment and completed a Direct Debit authorisation
- I will be responsible for paying my fees in accordance with the closing dates and enclose a cheque / cash for £ _____ made out to the Royal Academy of Dance.
- I have arranged to pay by bank transfer and attach a copy of the bank transfer
- I wish to pay in full and have completed a Single Credit Card authorisation

If a third party is funding you or assisting in funding you:

- £ _____ of my fees are being paid by _____
- I attach a Letter of Confirmation/Memorandum of Understanding/Grant Confirmation confirming this. I understand that if this is not received, I will remain responsible for the amount due and will be invoiced accordingly.
- I will be responsible for paying the balance of my fees in accordance with the closing dates and enclose a cheque / cash for £ _____ made out to the Royal Academy of Dance.
- I wish to pay by instalments and have enclosed the 1st instalment and completed a Direct Debit authorisation

Signature:

Date:

FORM PR



Please fill in the whole form using a ball point pen or type and send it to:

Royal Academy of Dance
36 Battersea Square, London, SW11 3RA

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To The Manager
Address
Postcode



Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

9	8	5	3	9	7
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Please tell us who you are:

Student Name: _____

RAD ID No: _____

Programme of Study: _____

Instruction to your Bank or Building Society

Please pay the Royal Academy of Dance Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Royal Academy of Dance and, if so details will be passed electronically to my Bank/Building Society.

Signature(s)

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Date

I understand that the amount is variable and will be debited from my account on receipt of this instruction, and thereafter in accordance with instalment plan of your programme of study. Banks and Building Societies may refuse to accept Direct Debit instructions for some types of account. The guarantee below should be detached and retained by the Payer

✂ -----

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the Royal Academy of Dance will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Royal Academy of Dance or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us

