

## Tuition Fee Policy 2018/19

<b>Name of Policy Writer/Amendments</b>	<b>Date Written &amp; agreed / Amended</b>	<b>Approved by</b>	<b>Review Date</b>
R Manning / H Perry (D Carr & K Kramers)	January 2018	Academic Board (Chair's Action)	January 2019

## **Tuition Fee Policy**

Key parts of this fees policy are reproduced in the terms and conditions document. The Tuition Fee Policy applied to Access, Undergraduate and Postgraduate students.

### **1. Introduction**

- 1.1. It is important that you read this Fees Policy carefully as this sets out Northern School of Contemporary Dance (“NSCD”) and your respective rights and obligations including but not limited to circumstances in which sums paid to NSCD will be refunded. It also sets out the potential consequences if you fail to make payment, which includes NSCD’s ability to terminate your registration and this contract. In addition, non-payment of fees and/or charges could result in NSCD taking legal action against you to recover outstanding amounts.

### **2. Course fees**

- 2.1. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes and books.

### **3. Fee levels and increases**

- 3.1. The annual levels of course fees for new students and any associated additional costs shall be set annually by NSCD and published at <http://www.nscd.ac.uk/study/apply/fees-finance/>
- 3.2. For students paying Home / EU undergraduate fees who were new entrants to a course prior to 2018/19, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course.
- 3.3. For students who are not Home / EU undergraduate students and who were new entrants to a course prior to 2018/19, the course fee paid in your first year of study maybe increased in subsequent years by an amount that would not exceed an inflationary amount determined in accordance with measures set by Government.
- 3.4. For students paying Home / EU undergraduate fees who are new entrants to a course in 2018/19 or new entrants to a course in subsequent years, the course fees confirmed in your offer letter may be increased in further years of study by an inflationary amount determined in accordance with measures set by Government (currently the Office for Budget Responsibility forecast for RPI-X, being the retail price index, excluding mortgage interest payments). Any such increased fees will not exceed the fee cap currently in place in respect of the relevant period.
- 3.5. For students who are not Home / EU undergraduate students who are new entrants to a course in 2018/19 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study, if applicable, but this increase shall be limited to an amount that would not exceed an inflationary increase determined in accordance with measures set by Government.

### **4. Deposits**

- 4.1. NSCD will require you to pay a registration fee to confirm the offer of a place on a course. Registration fees are not normally refundable unless you exercise your right to cancel your contract under the Consumer Contract (Information, Cancellation and Additional Payments) Regulations 2013 within 14 days of submitting the NSCD Acceptance Form.
- 4.2. For undergraduate students paying overseas fees and all postgraduate students NSCD will require you to pay a deposit of £1500 by no later than third week of July. Course fee deposits are not normally refundable unless you exercise your right to cancel your contract under the Consumer Contract (Information, Cancellation and Additional Payments) Regulations 2013 within 14 days of submitting the NSCD Acceptance Form. The deposit will be deducted from the final instalment of your tuition fees.

4.3. It is your responsibility to ensure that any deposit is paid when due.

## 5. Payment of fees

5.1. The full course fee for each year becomes payable on enrolment and at re-enrolment each year.

5.2. If you are intending to pay your course fee through a student loan, at or before enrolment (or re-enrolment for continuing students) you must provide written confirmation that you have been approved for a fee loan for the next year of study. Failure to do this may require that you pay the first instalment of your fees yourself. NSCD reserves the right to prevent students from registering on courses until this first instalment is paid in full.

5.3. It is your responsibility to ensure that course and other fees and charges payable to NSCD are paid in accordance with the agreed instalment plan. If someone other than you makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment of the sums due until NSCD has received cleared funds.

5.4. For self-paying students, course fees are due for payment in 3 instalments over the year - 50% to be paid two weeks prior to the start of the year, 25% at the start of the second term and 25% (less deposit) at the start of the third term. Unless you have the prior written agreement of NSCD to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.

5.5. Late or non-payment may result in your removal from any instalment plan for course fees.

5.6. You are advised, at the earliest opportunity, to inform NSCD of any variation to your situation which may affect the payment of course fees.

## 6. Course fees and withdrawal or intermission from the course

6.1. If you cease to be a student of NSCD because for example you withdraw or NSCD terminates your registration, or if you intermit from your course, you will still be liable for any course fees and/or other charges which are outstanding.

6.2. Fees charged will be calculated based upon the date NSCD is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission outlined at <http://www.nscd.ac.uk/study/student-handbook/>

6.3. for students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of Annual Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
Prior to start of Term 1	0%
Prior to end of Term 1	33%
Prior to end of Term 2	67%
Prior to end of Term 3	100%

6.4. Students who are in receipt of course fee loan funding from the relevant funding body (Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland) should be aware that any reduction in tuition fees charged is notified directly to the relevant funding body.

6.5. Where you choose to leave or intermit on your course during the academic session, your account with NSCD will be re-calculated accordingly and you will be refunded any sums due to you. You will have no claim to a refund for fees charged for any period for which you are registered during that session.

## **7. Debts and re-enrolment**

- 7.1. If you do not pay course fees in accordance with these terms, NSCD reserves the right to withdraw/cancel your place on the course, and/or suspend or withdraw you from the course and/or to withhold awards until any fee debt is paid or cancelled.
- 7.2. Any student who has not paid their fees in full for one academic session cannot progress onto the next year of the programme.
- 7.3. Final year students may not be able to graduate if they owe any outstanding tuition fees to NSCD.

## **8. Variations to terms for individual students**

- 8.1. Variations to these terms, including variations to instalment plans and arrangements or decisions in relation to student debts and student hardship, must be formally negotiated in writing by the Director of Finance and Resources or her/his nominated officer.

## **9. Further information**

- 9.1. If you have any questions regarding funding or fee payment, please contact the Director of Finance and Resources by emailing [accounts.nscd@nscd.ac.uk](mailto:accounts.nscd@nscd.ac.uk)