

Course Deposit Policy

2022 Entry

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
H Perry, R Manning, D Carr	January 2022	Academic Board (<i>Chair's Action 05/01/22</i>)	October 2022

Course Deposit Policy

1. Introduction

- 1.1 Northern School of Contemporary Dance (NSCD) is currently a Member School of the Conservatoire for Dance and Drama. The Conservatoire for Dance and Drama is the registered Higher Education Provider with the Office for Students. Northern School of Contemporary Dance is currently seeking self-registration as an independent Higher Education Provider with the Office for Students, with plans to end its membership of the Conservatoire by 1 August 2022.
- 1.2 This Northern School of Contemporary Dance Course Deposit Policy ('this Policy' or 'the Policy') forms part of the [Fees Policy](#) (Annex A of the [Terms and Conditions](#)) for students beginning a course of study with NSCD from September 2022 onwards.

2. Scope of this Policy

- 2.1 The Scope of this Policy is limited to Course Deposits for Courses of Higher Education delivered by Northern School of Contemporary Dance.
- 2.2 It is the decision of NSCD with regard to whether or not a Course Deposit applies to a Course of Higher Education.
- 2.3 Where a Course Deposit applies, it is the decision of NSCD to determine:
 - 2.3.1 the Course Deposit amount (which may differ between Courses);
 - 2.3.2 the schedule of payments and date by which all or part of a Course Deposit is due.
- 2.4 All School Course Deposits that apply to a NSCD Course of Higher Education will be set in accordance with the Course Deposit Principles (see Section 3 of this Policy and also Table 1 of the [Fees Policy](#), Annex A of the [Terms and Conditions](#)).

3. Course Deposit Principles

- 3.1 The NSCD Course Deposit Principles apply to all Courses of Higher Education, and therefore these Principles apply to this Policy. These are agreed Principles and are published in Table 1 of the [Fees Policy](#) (Annex A of the [Terms and Conditions](#)).
- 3.2 In accordance with the Course Deposit Principles:
 - 3.2.1 The Northern School of Contemporary Dance Course Deposit Policy applies to all Northern School of Contemporary Dance students covered by the Fees Policy (starting a course on or after September 2022), regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.

- 3.2.2 The terms and conditions of all Course Deposits charged by Northern School of Contemporary Dance for a Course of Higher Education are set out in this Policy.
- 3.2.3 The amount NSCD will charge for a Course Deposit is set by the School, but will not exceed 33% of the full year's Course Fee of the first year of registration on the course or £3,083, whichever is the lower amount.
- 3.2.4 A link to the relevant Course Deposit amount can be found in the relevant Course Summary Document. The relevant School webpages containing Course Summary Documents for Courses of Higher Education can be found via the following link: <https://www.nscd.ac.uk/study/>
- 3.2.5 If a Course Deposit is charged by NSCD, the School will notify a successful applicant in the letter formally offering them a place to study (the 'Offer Letter') of the deadline by which the Course Deposit must be paid. This will usually be in advance of the student enrolling on the Course. Please see this Policy for further information about the Course Deposit and contact admissions@nscd.ac.uk with any queries.
- 3.2.6 Details of who to contact with any queries regarding the Course Deposit will also be provided in the Offer Letter.
- 3.2.7 The Course Deposit is fully refundable if the student should choose to exercise their right to cancel within the 14-day cooling off period as outlined in Section 23 of the Terms and Conditions ('Your Right to Cancel within the first 14 days').

Students in receipt of CDD Scholarship/Care Leavers' Bursary

- 3.2.8 If a student is assessed by NSCD as falling within the criteria as specified in the Scholarship Scheme and/or the terms of the Care Leavers' Bursary, including (but not limited to) a low-income family as specified in the Conservatoire's Audition Fee Waiver Scheme, where NSCD charges successful applicants a Course Deposit, none of the Course Deposit will be required to be paid.

4. Terms and Conditions of Northern School of Contemporary Dance Course Deposits

How a Course Deposit can be paid

- 4.1 Details of how to pay the Course Deposit will be set out in the Offer Letter to successful applicants who are offered a place on the relevant Course.

Payment deadlines

- 4.2 Northern School of Contemporary Dance will notify successful applicants who are offered a place on a Course of Higher Education delivered by Northern School of Contemporary Dance of any Course Deposit amount required to be paid in advance of enrolment. This information will be provided in the Offer Letter offering a place on the Course.

- 4.3 The deposit in your Offer Letter must be paid when you accept your offer and no later than 30 days from the date of the offer. The offer is not confirmed as being accepted until the deposit has been paid and the School has written to confirm your acceptance of the place on the Course. In cases of financial hardship that do not meet the criteria of the course deposit waiver as detailed in section 5 below please do contact Admissions (admissions@nscd.ac.uk) to discuss your personal circumstances.

Implications of non-payment of the Course Deposit by the due date

- 4.4 If you fail to pay the required deposit amount(s) by the stated deadline(s), your offer may sufficient grounds exist to extend the normal deadline. be withdrawn.

If you are having difficulty meeting the deposit deadline, please contact admissions@nscd.ac.uk. An extension to the payment deadline may be considered, at the discretion of the School, where the School is satisfied that sufficient grounds exist to extend the normal deadline.

Course Deposits for Overseas Students

- 4.5 The deposit due from overseas students will be detailed in the Offer Letter and should be paid within 30 days of the date on the Offer Letter. The offer is not formally accepted until the Course Deposit has been paid and the School has written to confirm your acceptance of the place on the Course. The amount of Course Deposit will be noted on the Confirmation of Acceptance for Studies letter as 'course fees paid to date'.

Course Deposit payment amounts

- 4.6 Course Deposit amounts for Courses delivered by Northern School of Contemporary Dance can vary. Please see the relevant Course Summary Document, which sets out whether a Course Deposit applies to that Course and if so what the Course Deposit amount for the intake year is. The Course Deposit amount will also be set out in the Offer Letter to successful applicants offering them a place on the Course.
- 4.7 Course Deposit amounts may be increased or decreased for the following year of entry but will not exceed the maximum amount set out in the Course Deposit Principles (see Section 3 of this Policy).
- 4.8 A Course Fee Deposit of £1500 is payable by undergraduate students paying overseas fees or any other students not obtaining a course fee loan through Student Finance England or its equivalent. NSCD will require you to pay the deposit at the point of acceptance. The deposit is deducted from the final instalment of your course fees
- 4.9 Course 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 the commencement of your contract with Northern School of Contemporary Dance. Which begins at the date of acceptance.
- 4.10 It is your responsibility to ensure that any Course Deposit is paid when due. This responsibility is yours regardless of your source of funding.

- 4.11 NSCD will notify you of the amount (if any) of the Course deposit you are required to pay in advance of enrolment. This will be set out in your offer letter. The School may require you to pay an amount of the Course fee deposit in advance of commencing your contract with Northern School of Contemporary Dance.

Course Deposit payment schedule

- 4.12 Northern School of Contemporary Dance expects the course fee deposit to be paid in full 30 days from the date of offer of a place on a course at NSCD. The amount of deposit due will be in your Offer Letter and is also published in the relevant Course Summary Document.
- 4.13 Where a Course Deposit applies to a Course of Higher Education, it is the decision of NSCD to determine the Course Deposit amount, which may differ between Courses, and the schedule of payments and date by which all or part of a Course Deposit is due. The precise amount in £sterling can be found in the relevant Course Summary Document for each course. Course Summary Documents can be located on each School's website, which can be accessed via <https://www.nscd.ac.uk/study/>.

5. School Course Deposit Waivers

5.1 The Course Deposit will be due unless you meet the criteria in section 5.2 below.

5.2 In accordance with the Course Deposit Principles (see earlier in this policy), where a Course Deposit applies but the applicant has been assessed by NSCD as falling within the criteria as specified in the Conservatoire's Scholarship Scheme and/or the terms of the Care Leavers' Bursary, including (but not limited to) a low-income family as specified in the Conservatoire's Audition Fee Waiver Scheme, none of the Course Deposit will be required to be paid. The first instalment of Course fees paid to the School will act as the deposit for students who meet these criteria.

6. Course Deposit Refunds

- 6.1 Course Deposit Refunds will only be considered for any reason within the 14 days after an offer has been made or if a student has a visa application refused, see section 6.1.3 below. All applications for course fee deposit refunds should be made in writing to the Admissions Manager at admissions@nscd.ac.uk

Deadline for requesting a Course Deposit Refund

- (a) Requests for Course Deposit Refunds should be made at the earliest opportunity by emailing the Admissions Manager at admissions@nscd.ac.uk
- (b) Applicants requesting a Course Deposit Refund for any reason within 14 days after the Course Deposit payment date will be refunded in full.
- (c) For overseas students, Course Deposit Refund requests received more than 14- days after the course deposit payment date will only be

considered if the applicant's Student Visa has been refused.

Supporting evidence must be provided within 14 days from the date of the visa refusal in order for a request to be considered. Such evidence should consist of a copy of official documentation establishing that the relevant conditions have not been met e.g. confirmation from UKVI regarding Student Visa refusal, or confirmation from the relevant English Language Test Centre where English Language requirements have not been met.

- 6.2 **Course Deposit Refund Eligibility** Applicants whose Student Visa application is rejected due to fraudulent documentation or due to conditions which the applicant could reasonably have foreseen will not be eligible for a refund.
- 6.3 Where an application is found to be false, fraudulent and misleading resulting in either the withdrawal of an offer in accordance with the [Admissions Policy](#), or under the Non-Academic Misconduct Policy and Procedures if a student has already enrolled, the Course Deposit or any portion thereof that has already been paid to the School will not normally be refunded to the applicant/student.
- 6.4 In the unlikely event that the Course is cancelled, a full refund of the Course Deposit will be made.

Course Fee Deposit Repayment

If a Course Deposit is to be repaid, Northern School of Contemporary Dance will offset the Course Deposit against the Term 3 fees due in the first year of study for self-funding students. For students who are funding tuition fees via the Student Loans Company, the Course Deposit will be refunded to the bank details provided by the student at the start of Term 3. The Course Fee Deposit is only due at point of offer for the first year of study at Northern School of Contemporary Dance School, and will be offset against fees due in Term 3 of the first year of study for self-funding students and refunded to students whom have funded their tuition fees via the Student Loans Company at the start of Term 3, in the first year of study, into a bank account nominated by the student. If a student does not pay their fees for the entire first year of study for whatever reason, their deposit is not repaid.

7. Complaints

- 7.1 Complaints or queries about a Course Deposit by applicants or individuals who are not registered with NSCD and enrolled on a Course of Higher Education should be raised directly with the School, by email to the Admissions Manager at admissions@nscd.ac.uk
- 7.2 Complaints about a Course Deposit by students who are registered with NSCD and enrolled on a Course of Higher Education with Northern School of Contemporary Dance may be raised using the [Student Complaints Procedure](#). The complaint should be raised at the earliest opportunity and in any case in respect of submitting a formal Stage Two Complaint no later than three months from the complainant being aware of the incident/sequence of events giving rise to the complaint. Only exceptionally and at the discretion of the Head of Registry or nominee will a complaint raised after this deadline be considered.