

Fees & Course Deposits Policy 2023 Entry

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| Policy owner: | Northern School of Contemporary Dance – Leadership Team |
| Lead contact: | Director of Finance & Resources |
| Audience: | Applicants & Students |
| Approving body: | Northern School of Contemporary Dance: Academic Board |
| Date approved: | Academic Board (Chair’s Action) December 2022 |
| Policy Implementation date: | This policy takes effect from January 2023 (for applicants & students applying/enrolling September 2023) |
| Supersedes: | Fees Policy (2022 entry) Course Fees Deposits Policy (2022 entry) |
| Previous approved version(s) dates: | N/A |
| Review cycle: | Annually |
| Next review due date: | October 2023 |
| Related Statutes, Ordinances, General Regulations | Validating University Academic Regulations |
| Related Policies, Procedures and Guidance: | Terms & Conditions, Student Protection Plan, Student Complaints Procedure; Refunds and Compensation Policy |
| UK Quality Code reference: | Quality Code Expectations for Quality; Advice and Guidance: Concerns, Complaints and Appeals |
| OfS Conditions reference: | Condition C1, C2, C3 |
| Equality and Diversity Considerations: | Policy should be available in accessible format for all students. |
| Date Equality and Diversity Assessment Completed: | |
| Further information: | |

Northern School of Contemporary Dance

Fees & Course Deposits Policy for Students

This Fees & Course Deposits Policy applies to all Higher Education courses at Northern School of Contemporary Dance

Key parts of this fees policy are reproduced in the NSCD Terms and Conditions (in particular, Section 10 'Fees and Costs').

Fees Policy – Part 1

1. Introduction

- 1.1. It is important that you read this Policy carefully as this sets out the respective rights and obligations of you and Northern School of Contemporary Dance (NSCD), 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 of Course fees, which includes NSCD's ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of Course fees and/or non-academic charges could result in Northern School of Contemporary Dance taking legal action against you to recover outstanding amounts.
- 1.2. This Fees policy does not cover refunds and compensation under the Student Protection Plan. Please see the [Refunds and Compensation Policy](#) for further information.

2. Course fees

- 2.1. Applicants who are offered a place on a NSCD course of study will be assessed by the School to determine their Course fee status, ahead of the offer being made. The fee status of the individual applicant will be confirmed at the point of offer, in the offer letter. Fee status will either be set as '**Home**' or '**Overseas**' in accordance with UK government criteria.
- 2.2. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as for example, practice clothes, books, and specialised equipment. Please see the relevant Course Summary Document for additional costs that you will be expected to pay and additional costs that are non-compulsory but which you may wish to pay.

3. Fee levels and increases

- 3.1. The annual levels of Course fees for students shall be set annually and published in the relevant Course Summary document. Course summary documents can be accessed via <https://www.nscd.ac.uk/study/>

Associated additional Course costs

- 3.2. Any associated additional costs shall be set annually by Northern School of Contemporary Dance and published in the relevant course summary document. Course summary documents can be accessed via <https://www.nscd.ac.uk/study/> .

Students paying Home fees

- 3.3. For students paying Home fees who are new entrants to a NSCD course of higher education in 2023/24 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 amount determined in accordance with measures set by Government. Any such increased fees will not exceed the fee cap current in respect of the relevant period.
- 3.4. The above term applies to all students paying Home fees, whether you are funded via the Student Loans Company or an equivalent funding body, or you are self-funded.

Students paying Overseas fees

- 3.5. For students paying Overseas fees who are new entrants to a NSCD course of higher education in 2023/24 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 but will not exceed 5% in any one year.

4. Course Deposits

- 4.1. A Course Fee Deposit of £1500 is payable by students not obtaining a course fee loan through Student Finance England or its equivalent. This includes undergraduates who are Home self-fee payers or Overseas fee payers and all postgraduate students. 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.

Information on Course Deposits are detailed in part 2 of this policy.

5. Payment of Course Fees

- 5.1. The full Course fee for each year is due on enrolment and at re-enrolment each year, unless an alternative instalment plan has been agreed with Northern School of Contemporary Dance.
- 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 relevant year of study.** Failure to do this may mean that Northern School of Contemporary Dance may require that you pay the first instalment of your fees yourself. NSCD reserves the right to prevent students from enrolling on and attending courses until this first instalment is paid in full.
- 5.3. It is your responsibility (and that of your parent / guardian / named responsible adult if you are under 18) to ensure that Course fees and other charges payable to the Northern School of Contemporary Dance 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 Northern School of Contemporary Dance has received the requisite funds.

5.4. Where Northern School of Contemporary Dance exceptionally permit attendance whilst a Course fee instalment is outstanding, the period of attendance with outstanding fees will not normally exceed one month from the date that the instalment is due. Where an alternative instalment plan has not been agreed NSCD reserve the right to suspend or withdraw the student in accordance with Section 9 of the Terms and Conditions for non-payment of fees.

Schedule of payments for Course Fees

5.5 Fees for Courses, while falling due on the first day after enrolment, are normally payable on a cycle of instalments that is varied according to the fee status of undergraduate students (e.g. whether they are assessed for 'home fees' and in receipt of government funding, or otherwise). Please see the table below (Table 1) for the schedule when payment of fees is due.

| Table 1: Fee Payment Schedule | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Fee Status | How much is due | When payments are due |
| Home fee status FUNDED | Subject to the student meeting their obligations to the Student Loans Company (SLC) or equivalent UK funding body (eg SAAS), payments will be accepted according to the SLC's payment schedule. | |
| Overseas fee status FUNDED | Subject to the student meeting their obligations to their funding body payments will be accepted in accordance with that funding body's payment schedule. | |
| Home fee status SELF-FUNDED and Overseas fee status SELF-FUNDED | 50% of the full year's fee | This instalment of course fees is due in full by 5pm no later than 14 calendar days after the date of your enrolment. |
| | 25% of the full year's fee | This instalment of fees is due on or by the first date of Term 2 |
| | 25% of the full year's fee | This instalment of fees is due on or by the first date of Term 3 |

Students who are self-funding

5.6. For self-funded students, Course fees are due for payment in 3 instalments over the year as set out in Table 1 above. Unless you have the prior written agreement of Northern School of Contemporary Dance to a different schedule of instalments, Course fees must be paid in accordance with this schedule of instalments.

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

5.8. You must, at the earliest opportunity, inform Northern School of Contemporary Dance 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 Northern School of Contemporary Dance 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 Northern School of Contemporary Dance is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission. These will be governed by the academic regulations of the validating university and can be viewed at : <https://www.nscd.ac.uk/policies-and-procedures/>
- 6.3. For students who withdraw or intermit their studies, an adjustment to the annual Course fee will be calculated in accordance with Table 2 'Course Fee Liability if you withdraw or suspend studies':

| Table 2 Course Fee Liability if you withdraw or suspend studies: | | |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Fee Status | Withdrawal or suspension date | Course fee liability: what you will owe |
| All students covered by this Fees Policy, whether Home / Overseas fee status, and whether funded or self-funded | Withdrawal of new student within induction week, prior to start of term's teaching, up to and including the end of week 2 of Term 1 | Course Deposit, as stated in part 2 of this policy |
| | Withdrawal on or after the first day of week 3, Term 1 | 33% of full year's fee |
| | Withdrawal on or after the first day of Term 2 | 66% of full year's fee |
| | Withdrawal on or after the first day of Term 3 | 100% of full year's fee |

- 6.4. Students who are in receipt of course fee loan funding from a UK 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 Northern School of Contemporary Dance 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, Northern School of Contemporary Dance reserve the right to:
- 7.1.1. cancel or withdraw your place on the course, and/or
 - 7.1.2. suspend or withdraw you from the course, and/or

7.1.3. to withhold awards until any fee debt is paid or cancelled.

7.2. Any student who has not paid their Course fees in full for one academic session cannot progress onto the next year of the course.

7.3. Final year students may not be able to graduate if they have any outstanding Tuition (Course) fees owing to Northern School of Contemporary Dance.

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. Northern School of Contemporary Dance will designate a nominated officer to oversee and manage such arrangements.

9. Further information

9.1. If you have any questions regarding funding or fee payment, please contact a member of the Finance team at Northern School of Contemporary Dance. Relevant School staff contact details will be provided in the offer letter (the letter issued by Northern School of Contemporary Dance at the point of the offer of a place to study).

Course Deposit Policy – Part 2

1. Introduction

- 1.1 This Northern School of Contemporary Dance Course Deposit Policy ('this Policy' or 'the Policy') forms part of the Fees Policy (Part 1) for students beginning a course of study with NSCD from September 2023 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 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.

3. Course Deposit Principles

All School Course Deposits that apply to a NSCD Course of Higher Education will be set in accordance with the Course Deposit Principles set out in table 3 below:

Table 3 Northern School of Contemporary Dance Principles governing School Course deposits

- These Course Deposit Principles apply to all NSCD registered students covered by this Fees Policy, regardless of whether they are Home or Overseas students, funded or self-funded, full-time or part-time.
- Northern School of Contemporary Dance sets out the terms and conditions of the Course Deposit in part 2 of the policy below.
- Northern School of Contemporary Dance will notify you in your letter formally offering you a place to study (your 'Offer Letter'), of the amount of the Course Deposit and the deadline by which the Course deposit must be paid. Please contact NSCD with any queries about the Course Deposit. Details of who to contact will be provided in your Offer Letter.
- The Course Deposit is fully refundable if you choose to exercise your 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').
- The Course Deposit is not normally refundable in any other circumstances but is subsequently deducted from the final payment instalment of your first year's course fees.

Students in receipt of NSCD Income-based Bursary or Care Leavers' Bursary

- If a student is assessed by Northern School of Contemporary Dance as falling within the criteria as specified in the NSCD Income based bursary and/or the Care Leavers' Bursary, including (but not limited to) a low-income family as specified in the Audition Fee Waiver Scheme, none of the Course fee deposit will be required to be paid in advance. The first instalment of Course fees paid to the NSCD will act as the deposit for students who meet these criteria.

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 be withdrawn, unless sufficient grounds exist to extend the normal deadline.

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 NSCD Income-based Bursary Scheme and/or the terms of the Care Leavers' Bursary 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 Academic Registry or nominee will a complaint raised after this deadline be considered.