

Fees & Course Deposits Policy

Policy owner:	Northern School of Contemporary Dance – Leadership Team
Lead contact:	Chief Operating Officer
Audience:	HE Applicants & Students
Approving body:	Northern School of Contemporary Dance: Senate
Date approved:	Senate (Chair’s Action) November 2025
Policy Implementation date:	This policy takes effect from November 2025 (for applicants & students applying/enrolling from September 2026)
Supersedes:	Fees & Course Deposits Policy (2025 entry)
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Review cycle:	Yearly
Next review due date:	October 2026
Related Statutes, Ordinances, General Regulations	Annex A1: Academic Regulations & Credit Framework
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:	C Conditions
Equality and Diversity Considerations:	The policy should be available in an accessible format for all students.
Date Equality and Diversity Assessment Completed:	
Further information:	

NSCD Fees & Course Deposits Policy	3
1. PURPOSE OF THE POLICY	3
2. SCOPE	3
3. KEY PRINCIPLES	3
4. TUITION FEES	3
5. ANNUAL FEE LEVELS AND INCREASES	3
6. PAYMENT OF TUITION FEES	3
7. INSTALMENT OPTIONS FOR SELF-FUNDING STUDENTS	4
8. COURSE DEPOSITS	4
9. DEPOSIT COMMUNICATION AND DEADLINES	4
10. DEPOSIT WAIVERS	4
11. REFUNDS OF COURSE DEPOSITS	4
12. WITHDRAWAL, INTERMISSION AND FEE LIABILITY	4
13. DEBT MANAGEMENT AND RE-ENROLMENT	5
14. VARIATIONS AND HARDSHIP	5
15. COMPLAINTS	5
Appendices: schedules of payment	6
Appendix A: tuition fee instalment schedule (self-funded students)	6
Appendix B: tuition fee liability on withdrawal or intermission	6
Appendix C: deposit requirements	6
Appendix D: deposit refund eligibility	7

NSCD Fees & Course Deposits Policy

This policy applies to all Higher Education courses at the Northern School of Contemporary Dance (NSCD) for applicants and students joining from September 2026 onwards. It replaces all previous versions.

1. Purpose of the Policy

This policy sets out how tuition fees and course deposits are set, communicated, paid, refunded, and managed. It aims to provide clarity, fairness, and transparency for all applicants and students.

2. Scope

This policy covers all NSCD Higher Education courses. It applies to Home and Overseas students, whether funded or self-funded, full-time or part-time.

3. Key Principles

- Tuition fees are reviewed and published annually.
- Home fee increases will not exceed the Government fee cap.
- Overseas fee increases will not normally exceed 5% per year.
- Course deposits apply to self-funding Home and Overseas students unless a waiver applies.
- All terms comply with Consumer Markets Authority (CMA) consumer protection requirements and the Office for Students (OfS) conditions of registration.

4. Tuition Fees

NSCD will confirm your fee status (Home or Overseas) in your Offer Letter, based on UK Government criteria.

Tuition fees cover teaching, assessment, learning resources, and course materials. Additional personal costs may apply and are listed in Course Summary details on the course pages of the website.

5. Annual Fee Levels and Increases

Annual fees are published on the Course Summary pages on the NSCD website. Increases apply as follows:

- Home students: fee increases will not exceed any Government-set fee cap.
- Overseas students: increases will not exceed 5% per academic year.

6. Payment of Tuition Fees

- Fees are due at enrolment and re-enrolment unless an instalment plan is in place.

- Students paying via a UK funding body must provide confirmation of approved funding before enrolment.
- NSCD may refuse enrolment or suspend studies if fees are not paid in line with the agreed schedule.

7. Instalment Options for Self-Funding Students

Self-funding students must pay tuition fees in three instalments as detailed in Appendix A.

8. Course Deposits

A course deposit of £1,500 is payable by students who are not receiving a course fee loan. This includes Home self-funders and Overseas students.

The deposit is credited against the final instalment of first-year tuition fees.

9. Deposit Communication and Deadlines

Your Offer Letter will confirm whether a deposit applies, the deposit amount, and the payment deadline.

Your place is not confirmed until the deposit has been paid and NSCD has acknowledged receipt in writing.

The standard deadline for paying the deposit is 30 days from the date of the Offer Letter.

10. Deposit Waivers

The deposit is waived for applicants who meet the eligibility criteria for the Care-Experienced or Refugee Bursary.

Full eligibility criteria is detailed here: <https://www.nscd.ac.uk/bursaries-financial-assistance/>

For these students, the first tuition fee instalment functions as the deposit.

11. Refunds of Course Deposits

Refunds will be granted in the circumstances explained in Appendix D.

Deposits will not be refunded if:

- Documents submitted for a visa were fraudulent; or
- The applicant should reasonably have foreseen the visa refusal.

If a course is cancelled by NSCD, the deposit will be refunded in full.

12. Withdrawal, Intermision and Fee Liability

If you withdraw or intermit, tuition fee liability is calculated based on the date NSCD is formally notified, as shown in Appendix B.

13. Debt Management and Re-Enrolment

NSCD may suspend or withdraw students for non-payment of tuition fees. Students with outstanding tuition fee debts cannot progress or graduate as outlined in A1: Academic Regulations & Credit Framework.

14. Variations and Hardship

Requests for alternative instalment plans or consideration of hardship must be made in writing. Staff in the Finance department will review cases individually.

15. Complaints

- Applicants should raise deposit-related concerns with admissions@nscd.ac.uk
- Registered students should use the Student Complaints Procedure.

Field Code Changed

Appendices: Schedules of payment

Appendix A: Tuition Fee Instalment Schedule (Self-Funded Students)

Student Type	Instalment	Amount Due	Deadline
Home (self-funded)	Instalment 1	50%	Within 14 days of enrolment
Home (self-funded)	Instalment 2	25%	First day of Term 2
Home (self-funded)	Instalment 3	25%	First day of Term 3
Overseas (self-funded)	Instalment 1	50%	Within 14 days of enrolment
Overseas (self-funded)	Instalment 2	25%	First day of Term 2
Overseas (self-funded)	Instalment 3	25%	First day of Term 3

Appendix B: Tuition Fee Liability on Withdrawal or Intermission

Withdrawal Date	Fee Liability
Induction week → end of week 2	Deposit retained
From week 3, Term 1	33% of annual fee
From first day of Term 2	66% of annual fee
From first day of Term 3	100% of annual fee

Appendix C: Deposit Requirements

Student Type	Deposit Required?	Amount	When Due
Home funded via SFE/SAAS etc.	No	£0	N/A

Home self-funded	Yes	£1,500	Within 30 days of offer
Overseas funded	Depends on sponsor	As stated	As stated
Overseas self-funded	Yes	£1,500	Within 30 days of offer
Students meeting bursary criteria	No (waived)	£0	N/A

Appendix D: Deposit Refund Eligibility

Circumstance	Refund Eligible?	Conditions
Cancellation within 14-day cooling-off period	Yes	No conditions
Overseas visa refusal	Yes	Evidence must be provided within 14 days
Visa refusal due to fraudulent documents	No	Not eligible
Course cancelled by NSCD	Yes	Full refund
Withdrawal after 14 days	No	Deposit not refunded