

## Tuition Fees and Finance Policy

### 1. Registration

#### 1.1 Registration Fee

Students registering for a place on London Studio Centre's programmes/courses are required to pay a registration fee. The registration fee will be refunded when the student has completed their studies and all debts are cleared.

If the registrant does not meet the conditions set out in the letter of offer and is therefore not able to enrol on the course, the registration fee will be refunded. If the registrant decides not to take up their place for any other reason, the registration fee will be retained by LSC.

### 2. Tuition Fees: Undergraduate Programmes

#### 2.1 Payment of Tuition Fees

Tuition fee invoices are sent out for the full year's fees prior to the commencement of the academic year, normally by the 1<sup>st</sup> August annually. Full tuition fees are due by the 1<sup>st</sup> September; however termly and monthly payment plans are available, details of which are sent with the invoice.

#### 2.2 Leaving the Programme/Course

A student may withdraw from their programme/course at any time, provided a full term's written notice is submitted to the Registrar at LSC before withdrawal. If notice is given during term time, fees are liable for that term, plus the following term. E.g., to confirm withdrawal for the summer term, notice must be received prior to the first day of the spring term. If such notice is not given a further term's fees shall be paid by the student in lieu of such notice. For further details, please see the *Interruption of Study and Withdrawal Guidelines* on DIVA (LSC's VLE).

Please note: If a student fails to progress on their programme no claim shall arise for the return of any proportion of the fees payable for that term. There will be no reimbursement of fees if the student is unable to continue their studies through illness or injury; however, the possibility of interruption of study may be offered.

### 3. Tuition Fees: Postgraduate Programmes

#### 3.1 Payment of Tuition Fees

Tuition fee invoices are sent out for the full year's fees normally six weeks prior to the commencement of the programme/course. Full tuition fees are due two weeks prior to the commencement date of the programme/course, payment details and plans are sent with the invoice.

#### 3.2 Leaving the Programme/Course

A student may withdraw from their programme at any time, by formally notifying the Registrar at LSC in writing before withdrawal. See below for liability dates and fees:

Programme	Commencement Date	Notice dates/Fee liability
MA Dance Producing and Management  <i>Registration Fee: £250</i>	October	<ul style="list-style-type: none"> <li>• Prior to 1<sup>st</sup> January (inclusive) 50% of the tuition fees are due.</li> <li>• On or after the 2<sup>nd</sup> January 100% of tuition fees are due.</li> </ul>
MA Dance Performance  <i>Registration Fee: £500</i>	September	<ul style="list-style-type: none"> <li>• Prior to 1<sup>st</sup> January (inclusive) 50% of the tuition fees are due.</li> <li>• On or after the 2<sup>nd</sup> January 100% of tuition fees are due.</li> </ul>

MA Dance Education  <i>Registration Fee: £250</i>	October  February  June	<ul style="list-style-type: none"> <li>• Prior to 3 months after the first day of induction (inclusive) 50% of the tuition fees are due.</li> <li>• On or after 3 months after the first day of induction, 100% of tuition fees are due.</li> </ul>
PGCert Teaching Professional Theatre Dance  <i>Registration Fee: £250</i>	October  February  June	Not applicable for this course. Once enrolled the student will be liable for 100% of the tuition fees.

For further details, please see the *Interruption of Study and Withdrawal Guidelines* on DIVA.

Please note: If a student fails to progress on their programme/course no claim shall arise for the return of any proportion of the fees payable for that term. There will be no reimbursement of fees if the student is unable to continue their studies through illness or injury; however, the possibility of interruption of study may be offered.

#### 4. International Students

##### 4.1 Student visa

###### 4.1.1 LSC Visa Administration Fee

In addition to the Registration Fee (see point 1.1), students requiring a student visa will pay a £500 LSC Visa Administration Fee, which is non-refundable once the Confirmation of Acceptance has been issued. This applies to students requiring visas on the BA (Hons) Theatre Dance degree programme, FdA Professional Dance Performance and BA (Hons) Professional Performance (top up) courses/programmes.

The LSC Visa Administration Fee is not required for students on MA Dance Performance or MA Dance Producing and Management due to the international fee rates.

###### 4.1.2 Tuition Fee on Account

Students requiring a visa will be required to pay a £3,000 Tuition Fee on Account, this fee will be held on the student's fee account and will be deducted from the students' final years tuition fee instalment (at the end of their studies).

As the fee will be held on the student's account and not in a separate registration fee account, the amount paid can be stated on the student's CAS.

###### 4.1.3 Summary International Students fees

LSC Registration Fee	£500 – refunded on the completion/end of studies
LSC Visa Administration Fee	£500 – non-refundable once CAS issued
Tuition fee on account	£3,000 - allocated to the final year's tuition fee instalment
Total to pay before CAS	<b>£4,000</b>

#### 5. Refunds and Compensation in the event of Programme/Course Closure

LSC's Student Protection Plan sets out that, in the unexpected event of the closure of a validated programme, students are protected by the Contingency Plan, which is part of the Memorandum of Co-operation with Middlesex University and the Partnership Agreement with University for the Creative Arts. LSC's core business is the provision of full-time professional dance and musical theatre higher education training. It is therefore very unlikely that LSC would decide to close these programmes while being in a position to continue to operate as a business.

Full or partial refunds will only be considered in special cases where LSC is unable to support students with continuation of studies, in accordance with the Student Protection Plan.

#### 6. Review

This policy is reviewed annually at the Finance Committee and adopted by the Senior Management Group.

#### 7. Related Documents

Interruption of Study and Withdrawal Guidelines

Student Protection Plan

LSC Conditions of Enrolment (Student Registration Form)

<b>Effective Date:</b> 17/09/2013	<b>Approved by:</b> Senior Management Group (SMG)
<b>Last Reviewed:</b> 14/03/2022	<b>Review Due:</b> 14/03/2023