

RADA

Royal Academy of Dramatic Art

Fees Policy 2024-25

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA.

Key parts of the Fees Policy are reproduced in our Terms and Conditions for students.

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1. Introduction

- 1.1. This policy applies to all our Higher Education programmes. Its scope covers students in receipt of student loans, those who pay their own tuition fees, and students whose fees are paid by sponsors. It also covers circumstances where a student decides to take a leave of absence, withdraw entirely or transfer to another higher education provider.
- 1.2. Where an possible ambiguity is identified between letters, documents or verbal statements, this policy will always have precedence. In any individual circumstances this policy can only be varied by the Principal or their nominated representative.

2. Course fees

- 2.1. You are contractually responsible for paying your fees. If you fail to make proper arrangements to pay your fees, you will ultimately be withdrawn from the programme.
- 2.2. Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes, yoga mats, kit, some specialist tools, books, scripts and technical equipment.

3. Fee levels and increases

- 3.1. The amount of your tuition fees are set out in your offer letter.
- 3.2. The amount of your tuition fees will vary depending on whether your fee status is classified as 'Home' or 'Overseas'. Your fee status is assessed as at the first day of your Course.
- 3.3. Fees stated in the offer letter are only applicable for the initial year of study. For courses of more than one year, the fee for subsequent will be as stated in that year's schedule of fees. This may be different to the fee charged for the previous year
- 3.4. The annual levels of course fees for new students and any associated additional costs shall be set annually by RADA and published on RADA's website www.rada.ac.uk under the relevant [course pages](#).
- 3.5. Where a student defers their study or has any interruption to their studies, there may be a change of fee. Any change will be presented in an updated fees invoice.
- 3.6. For students paying UK undergraduate fees, 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 for the relevant period.
- 3.7. For other (non-UK) undergraduate students and all postgraduate students, the course fee paid in your first year of study may be increased in subsequent years, but this increase shall be in accordance with the CPI, being the Consumer Price Index.

4. Deposits

- 4.1. We may require you to pay a deposit to confirm the offer of a place on a course at the point that you accept a place, the terms of which will be set out in your offer letter.
- 4.2. Because deposits secure a place, that could otherwise go to another student, fee deposits are not normally refundable unless you exercise your right to cancel your contract under the Consumer Contract (Information, Cancellation and Additional Charges) Regulations 2013 within 14 days of having accepted a place with us and signed up to the terms and conditions sent with your formal offer letter.
- 4.3. We may agree to refund a deposit in the case of student visa rejection prior to enrolment on a programme. Students must provide evidence of the visa rejection from the UK Visa & Immigration to admissions@rada.ac.uk
- 4.4. It is your responsibility to ensure that any deposit is paid when due.
- 4.5. Deposits are usually held against your first years' tuition fee.

5. Payment of fees

5.1. Self-funding students

- 5.1.1. The full course fee for each year becomes payable on enrolment and at re-enrolment each year, although students may pay in three equal instalments due on the first day of each term in accordance with the [published term dates](#).
- 5.1.2. If you wish to pay in more than three instalments, this request must be put in writing to admissions@rada.ac.uk and approved by the Deputy Registrar (Admissions and Student Services) and the Head of Finance
- 5.1.3. It is your responsibility to ensure that course and other fees and charges payable to us are paid in accordance with any 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 we have received cleared funds.
- 5.1.4. Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.1.5. You are advised, at the earliest opportunity, to inform us of any variation to your situation which may affect the payment of course fees.
- 5.1.6. We reserve the right to prevent students from enrolling on courses until this first instalment is paid in full.

5.2. Students funded by Student Loans Company (SFE, SAAS, SFW, SFNI)

- 5.2.1. If you are receiving a tuition fee loan from the Student Loans Company, it is your responsibility to provide us with a copy of the 'University or College Payment Advice' sheet. Any balance of fees not covered by such funding will be invoiced to you and payable within 14 days from the date of the invoice.

- 5.2.2. It is your responsibility to ensure that you apply to the Student Loans Company for undergraduate funding on an annual basis.
- 5.2.3. If you receive postgraduate funding directly from the Student Loans Company, you are responsible for making payments to us directly.
- 5.2.4. If we have not received the Student Finance confirmation by **30 November** then you must proceed as a self-paying student and make the first payment immediately unless you are already in discussion with RADA regarding your Student Finance.
- 5.2.5. If you require assistance with a Student Finance issue, please ensure that you contact admissions@rada.ac.uk so that we can advise you on the best course of action. Failure to engage with us could lead to your withdrawal from the programme.

6. Tuition fee waivers/ scholarships

- 6.1. We have a limited number of fees scholarships available. Priority is given to undergraduate students from lower-income backgrounds who might not otherwise be eligible for student financial support. Please refer to our Scholarships Policy and Process document for more information.
- 6.2. Students who are in receipt of tuition fee loan funding from your regional 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 is notified, by us, directly to the relevant funding body and is applied in the summer term.
- 6.3. Students who are self-funding should be aware that any scholarship award may be applied to any outstanding tuition fee balance in the first instance.

7. Withdrawal or interruption from the course

- 7.1. If you cease to be a student of RADA because, for example, you withdraw or we terminate your registration, or if you interrupt your course, you will still be liable for any course fees and/or other charges outstanding.
- 7.2. Fees will normally be calculated on the date that we are formally notified of the change in registration. You should therefore follow the formal procedures for withdrawal or interruption outlined in the Interruption of Studies and Formal Withdrawal Policy.
- 7.3. Where a student wishes to withdraw from their programme part way through the academic year, for whatever reason, subject to the student observing the above procedure for withdrawal, the Academy will adjust their liability for tuition fees:

Self-funded students

Withdrawal or Interruption Date	Percentage of Annual Course Fee Charged (please note that the value of your course fee deposit is not refundable)
Within induction week	0% (excluding deposit)
Attendance on or after the first day of term 1	33%
Attendance on or after the first day of term 2	67%
Attendance on or after the first day of term 3	100%

Students funded by Student Finance

Withdrawal or Interruption Date	Percentage of Annual Course Fee Charged
Within induction week	0%
Attendance on or after the first day of term 1	25%
Attendance on or after the first day of term 2	50%
Attendance on or after the first day of term 3	100%

- 7.4. For self-funding students, where you choose to leave or interrupt studies during the academic session, your account with us 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.
- 7.5. For students receiving any funding (tuition fee or maintenance loans) through Student Finance, we will notify the Student Loans Company or relevant funding body of the date of your withdrawal/interruption.
- 7.6. For students interrupting studies due to ill health, you will not be charged additional tuition fees if you return to repeat the same period of study

8. Debts and re-enrolment

- 8.1. Where fees have not been paid, we will always seek to work with the student to determine a practicable way to pay the debt. Where a reasonable agreement cannot be reached, or the debtor does not keep to the agreement, we reserve the right to 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.
- 8.2. Any student who has not paid their fees in full for one academic session cannot progress onto the next year of the programme.
- 8.3. Final year students may not be able to graduate, and will not receive their award certificate, if you owe any outstanding tuition fees to us.

8.4. International students with a student visa may have their sponsorship withdrawn if they have unpaid fees and/or are asked to leave the course.

8.5. If you have concerns over your financial situation, we urge you to seek guidance from Student Services as soon as you think there may be a problem.

9. How to pay

9.1. The Finance team will send an invoice via email prior to the start of the academic year. This will be sent to the applicant email registered with us, unless we are advised otherwise.

9.2. You may opt to pay in three instalments as outlined in Section 5.1 but should note that reminders will not be sent prior to the subsequent payment due dates.

9.3. Payment should be made via bank transfer to the account below:

Bank: NatWest Bank Account name: ROYAL ACADEMY OF DRAMATIC ART Account number: 33973822 Sort Code/ Bank Alias: 56-00-31 Account BIC: NWBKGB2L IBAN: GB02NWBK56003133973822

Address registered on the account:

62-64 Gower Street London WC1E 6ED
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9.4. When making payment, you should use your name and course as a reference.

9.5. Where the bank sending the payment imposes a fee/charge the student is required to cover this charge, so that we receive the tuition fees in full

10. Further information

10.1. If you have any questions regarding funding or tuition fee payments, please contact admissions@rada.ac.uk

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