

# Bristol Old Vic Theatre School ('the School') Fees Policy

## Fees Policy

Key parts of this fees policy are reproduced in the School's Terms and Conditions document.

### 1. Introduction

It is important that you read this Fees Policy carefully as this sets out Bristol Old Vic Theatre School ("the School") and your respective rights and obligations including but not limited to circumstances in which sums paid to the School will be refunded. It also sets out the potential consequences if you fail to make payment, which includes the School's ability to terminate your registration and this contract and/or to withhold awards. In addition, non-payment of fees and/or charges could result in the School taking legal action against you to recover outstanding amounts.

### 2. Course fees

Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes and books and the cost of producing headshots.

### 3. Fee levels and increases

- 3.1 The annual levels of course fees for new students and any associated additional costs shall be set annually by the School and published at <http://www.oldvic.ac.uk> and in the School's Terms and Conditions 2018-19.
- 3.2 For students paying Home / EU undergraduate fees who are new entrants to a course prior to 2017/18, the fee you paid in your first year shall not be subject to increase during any subsequent years of study on that course.
- 3.3 For other undergraduate students and all postgraduate students who are new entrants to a course prior to 2017/18, the course fee paid in your first year of study may be increased in subsequent years by an amount that would not exceed an inflationary amount determined in accordance with measures set by Government.
- 3.4 For students paying Home / EU undergraduate fees who are new entrants to a course in 2018/19 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 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 currently in place in respect of the relevant period.
- 3.5 For all other undergraduate students and for all postgraduate students who are new entrants to a course in 2018/19 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study, if applicable but this increase shall be limited to an amount that would not exceed an inflationary increase determined in accordance with measures set by Government.

## **4. Deposits**

- 4.1 The School may require you to pay a deposit to confirm the offer of a place on a course. Course fee 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 conclusion of your contract with the School.
- 4.2 It is your responsibility to ensure that any deposit is paid when due.

## **5. Payment of fees**

- 5.1 The full course fee for each year becomes payable on enrolment and at re-enrolment each year.
- 5.2 Specialist equipment used in some industry specialisms can be expensive, but it is normally possible for the School to supply you with access to the equipment you will need for your course. Course fees exclude personal materials as outlined in the Equipment Lists for individual courses, as explained in further details on the School's website [www.oldvic.ac.uk](http://www.oldvic.ac.uk). When students are required to attend venues outside the School within Bristol this will be at your own cost. The cost of travel outside Bristol will be reimbursed to you or transport will be provided by the School.
- 5.3 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 next year of study. If you fail to do this, you may be liable to pay the first instalment of your fees. The School reserves the right to prevent students from registering on courses until this first instalment is paid in full.
- 5.4 It is your responsibility to ensure that course and other fees and charges payable to the School 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 the School has received cleared funds.
- 5.5 For self-paying students, course fees are due for payment in 3 instalments over the year - 25% to be paid two weeks prior to the start of the year, 25% at the start of the second term and 50% at the start of the third term. Unless you have the prior written agreement of the School to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.
- 5.6 Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.7 You are advised, at the earliest opportunity, to inform the School 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 are thinking of withdrawing from your course, please ensure that you have spoken to your Head of Course, Student Support Manager and/or the Admissions Office so that you are aware of any fee, student finance or visa issues before you leave.
- 6.2 If you cease to be a student of the School, because for example you withdraw or the School 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.
- 6.3 Fees charged will be calculated based upon the date the School is formally advised of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission outlined below:

- Complete the Withdrawal from Studies Form **Appendix B** fully and contact your Head of Course or Course Tutor for academic advice.
- Contact the Admissions Office.
- Return any library materials, otherwise you will be charged for their cost.
- Notify your funding body (e.g. SFE) of your withdrawal from studies. We will also notify Student Finance of your change of circumstances.
- **International students in the UK on Tier 4 student visas: please** note that we will notify the Home

Office UK Visas & Immigration (UKVI) of your discontinuation of your studies – please see further information below.

- Provide feedback on your experience at the School on this form.

6.4 For students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the table **Appendix A**.

6.5 Students who are in receipt of course fee loan funding from the relevant 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.

6.6 Where you choose to leave or intermit on your course during the academic session, your account with The School 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, the School reserves 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.

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

7.3 Final year students may not be able to graduate if they owe any outstanding tuition fees to the School.

## 8. Variations to terms for individual students

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 by the Finance Director or her/his nominated officer.

## 9. Further information

9.1 If you have any questions regarding funding or fee payment, please contact Marchia Abokie [Marchia.abokie@oldvic.ac.uk](mailto:Marchia.abokie@oldvic.ac.uk)

9.2 If you withdraw and later wish to return, you will have to re-apply for admission.

## Appendix A

### Fee liability and fee refund policies for Students funding by Student Finance

Withdrawal date	Student Finance will pay the School	Student Finance will pay the School the percentage of the fee indicated and you will later be liable to repay Student Finance this money.
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	(Money will be returned to Student Finance)*	
15 calendar days after the start of the new academic year	25% of year's fee	Once paid to the School, this money is <b>not</b> refundable unless you withdraw within this 14 day period when the 25% fee loan paid will be returned to Student Finance.*
15 days after the start of the second term	Second 25% of year's fee	
15 days after the start of the third term	Remaining 50% of year's fee	

\*Even though the School will not charge you fees for this period, Student Finance will count your short enrolment on the course as a year's previous study. Your future funding will be affected. Contact Student Advice for further information.

Students paying their own fees		
Withdrawal date	You are liable to pay the School	Refund available
Within first 14 calendar days after enrolment in person or the end of the first week of teaching, whichever is the later date	Nil	All fees paid, less any deposit (if applicable)**
15 calendar days after the start of the new academic year	50% of year's fee	Balance of fees paid over 50%
15 days after the start of the second term	75% of year's fee	Balance of fees paid over 75%
15 days after the start of the third term	100% of year's fee	Nil

\*\* If you are an International student and are withdrawing because you are unable to get a visa at the start of your course, you will be entitled to a full refund of your deposit, if applicable. You will need to provide written evidence of your visa problems. See also Refund Policy for International Deposits [see [Appendix C](#)].

Note: Refunds of fees for 2018/19 are subject to completion of the withdrawal form. The cost of any items of School property (EG equipment or library books) that you have not returned will be deducted from any refund due.

### International students on Tier 4 Visas

If you withdraw from your course, the School is obliged to notify the Home Office UKVI of your withdrawal. This will result in your visa being curtailed (cut short). You are strongly advised to consult Student Advice about the consequences of your withdrawal before you submit this form.

### Undergraduate students receiving funding from Student Finance England

When you withdraw from your course, the Admissions Office will notify Student Finance England (SFE) of your change in circumstances. Your student finance will be reassessed from the date of your withdrawal. You are not eligible for any student finance once you have withdrawn. If you are withdrawing part way through a term, this will normally result in an overpayment of maintenance grant and/or loan which Student Finance England will seek to recover from you. The date you withdraw can therefore have significant impact on your funding entitlement and may leave you owing money to SFE. For more information about how your current and future funding eligibility will be affected by your withdrawal, please contact Student Advice.

### Student Advice

Please make sure that you consult the School's Admissions Office or Finance Director about the fees, student finance or visa consequences of your decision to withdraw.

### Contact the Admissions Office at:

Downside Road, Clifton Bristol BS8 2XF  
admissions@oldvic.ac.uk  
0117 980 9252

## Appendix B

### Withdrawal from Studies Form 2018/19: Important information

This form is for fully enrolled students who wish to withdraw from their studies completely.

Please read the guidance notes attached to this form before completing it.

Name		UWE Student ID Number	
Course		Date of birth	
Address	Telephone number		
	Personal email		

**Please note:** The date you withdraw can have a significant effect on the amount of money you may need to pay for your tuition Fees and on the amount of any fee refund you may be eligible for. This applies to students receiving a Student Finance Tuition Fee Loan as well as to students paying their own fees.

If you are an international student on a Tier 4 visa, your visa status in the UK will be affected if you withdraw.

<b>Reason for withdrawing (please tick one box):</b>			Study/academic issues	
Domestic (personal/family issues)	<input type="checkbox"/>	Financial	Other	
Professional	<input type="checkbox"/>	Health	Not prepared to say	
<b>Are you transferring to another university? (Please delete as appropriate)</b>				Yes / No
Course		Institution		

<b>Tell us about your experience at the Bristol Old Vic Theatre School</b> (Note: These are optional, but your responses will give us valuable feedback.)	
1. Are you the first person in your immediate family to attend a University?	Yes / No
2. Was the Bristol Old Vic Theatre School your first choice?	Yes / No
3. Was the course your first choice?	Yes / No
4. Has the Bristol Old Vic Theatre School met your expectations? Please circle a number (10=expectations fully met, 1=expectations not met)	1 2 3 4 5 6 7 8 9 10
5. Could we have done anything better?	

### Signatures

<b>Student</b>			
I have sought academic advice from my Personal/Course Tutor. I have also discussed any fee or Student Finance or funding issues with Student Support or the Admissions Office.			
<b>International students in the UK on Tier 4 visas:</b> I understand that the School will notify the Home Office UKVI of my discontinuation of studies. I have discussed the visa consequences of my withdrawal with Student Support.			
Signature		Date	

<b>Staff</b>			
<b>Either:</b> I have provided information about any fee or Student Finance or funding/visa issues.			
<b>Or:</b> I certify that the student has ceased to attend the course without formally notifying the Admissions Office.			
Signature		Date	

## Appendix C

### Refund Policy for International Deposits

All new students who are classed as overseas for fees purposes are required to pay a non-refundable deposit of one term's fees in order to be able to register on their course at Bristol Old Vic Theatre School (the School).

A refund can only be issued in a small number of circumstances. The criteria listed below are only applicable to students who have not yet fully registered with the School.

#### Refund criteria

A full deposit refund will be considered in the following circumstances:

- An applicant requests the return of their deposit within 14 days of receipt of payment at the School under the Consumer Protection Regulations 2014.
- The School is unable to provide the academic programme originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative offered.
- Extenuating circumstances:
  - Serious personal accident or injury of self or close family member
  - Death of close family member (e.g. partner, parent, primary carer, child)
  - Medical emergency or requirement of long term medical care for the applicant or close family member (e.g. partner, parent, primary carer, child)
  - Impact of natural disaster or civil disruption
  - Significant change in financial circumstances
- If the applicant cannot take up his/her place due to failure to obtain a student visa (see visa refusal section below for full criteria).

#### Documentary evidence required

Please note that documentary evidence from an official source will be required before a refund can be approved and processed.

If the applicant is applying for a refund based on a visa refusal, irrevocable evidence must be provided to confirm that they are no longer in the UK (see visa refusal section below for full details).

#### How to apply for a refund

If an applicant meets the criteria outlined above and is eligible for a refund, they should request this in writing to [simon.payne@oldvic.ac.uk](mailto:simon.payne@oldvic.ac.uk). All refunds will be approved by the Finance Director as per the criteria outlined above.

#### Visa refusals

A refund can also be applied for if an applicant cannot take up his/her place due to failure to obtain a student visa, providing that their visa application:

- is valid - they have provided proof that they have the finance and qualifications required and documents provided are genuine as per Tier 4 requirements
- is timely - they have applied for their visa at least six to eight weeks before the start date of the course
- provides proof of the visa refusal from a visa office

An administrative fee of £500 will be retained for a refund made as a result of a visa refusal.

#### No refund will be given for students whose visa is refused for the following reasons:

- Fraudulent application – if any part of the application is deemed to be fraudulent
- Insufficient funds – incorrect account type is used/not enough money is showing in the account/the money has not been in the account for the required period
- Incorrect documentation – documents have not been submitted as stipulated in the Home Office UKVI guidance.

Please refer to current Home Office UKVI guidance to ensure that your visa application is valid.

**If applicants do not fit into the refund criteria detailed above then NO refund will be given and the full deposit paid will be retained by the School.**

**Please note:** The School reserves the right to change its refund policy for international deposits at any time.

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
Maria Foster/Julia Heeley	18/05/18	Simon Payne/Paul Rummer	18/05/19