



# EAST LONDON ACADEMY OF DRAMATIC ART (ELADA) FEES POLICY 2018

Key parts of this fees policy are reproduced in ELADA's Terms & Conditions for students.

## **1 INTRODUCTION**

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

## **2 COURSE FEES**

2.1 Course fees include: tuition, course materials, learning resources and assessment costs. Course fees do not include some personal materials, such as practice clothes, kit, some specialist tools, books and scripts.

## **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 ELADA and published on ELADA's website [www.elada.co.uk](http://www.elada.co.uk).
- 3.2 For students paying Home/EU fees who are new entrants to a course prior to 2018, the course fee paid in your first year of study maybe increased in subsequent years, but this increase shall be In accordance with the CPI, being the Consumer Price Index.
- 3.3 For students paying Home /EU fees who are new entrants to a course in 2018 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 but this increase shall be in accordance with the CPI, being the Consumer Price Index.

## **4 DEPOSITS**

- 4.1 ELADA 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. 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 having accepted a place at ELADA and signed up to the terms and conditions sent with your formal offer letter.
- 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 become payable on enrolment and at re-enrolment each year, although ELADA may agree with students that they may pay in instalments each term. In certain situations, for students not taking a government-sponsored loan, a fee may levied for payment by instalments.
- 5.3 The Fees payable are as published on the Website.
- 5.4 Fees are payable in GBP.
- 5.5 The Fees are payable at the same time as you submit your booking Form. If we do not accept your booking, we will refund to you any Fees you have paid within 14 days of rejecting your booking.
- 5.6 If you do not pay the Fees in accordance with these Terms you will not be entitled to start the Course.
- 5.7 All Fees stated are inclusive of VAT.
- 5.8 Fees can be paid by the following methods:
- On-line by using your credit or debit card;
  - By bank transfer, banker's draft or a payment sent for collection. There will be an additional charge of £30 to cover bank charges. Please ensure you provide a transaction reference number.
- 5.9 Our bank details for the purpose of paying the Fees are available on request.
- 5.10 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 do not do this, ELADA may require that you pay the first instalment of your fees yourself. ELADA reserves the right to prevent students from registering on courses until this first instalment is paid in full.
- 5.11 It is your responsibility to ensure that course and other fees and charges payable to ELADA 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 ELADA has received cleared funds.
- 5.12 Where you are not taking a government-sponsored loan and paying yourself, course fees will be due for payment in three equal instalments over the year. Unless, you have the prior written agreement of ELADA to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.

- 5.13 Late or non-payment may result in your removal from any instalment plan for course fees.
- 5.14 You are advised, at the earliest opportunity, to inform ELADA of any variation to you situation which may affects the payment of course fees.
- 5.15 If your employer or organisation is paying the Fees and wishes to be invoiced, please write to us on their headed paper and send a company purchase order with your Application. Payment is required within 30 days of commence for the course.

**6 COURSE FEES AND WITHDRAWAL OR INTERMISSION FROM THE COURSE**

- 6.1 If you cease to be a student of ELADA because, for example, you withdraw or ELADA 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 normally be calculated based upon the date that ELADA is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission outlined in the Academic Regulations and Policies (see student intranet, or the appropriate forms can be obtained from your course officer in Student & Academic Services).
- 6.3 For students who withdraw or intermit, an adjustment to the annual course tuition fee will be calculated in accordance with the following table:

Withdrawal or Suspension Date	Percentage of Annual Course Fee Charged (please note, however, that the value of your course fee deposit is not refundable)
Within the first week.	0%
After week 1 -1 December	33%
2 December - 1 March	67%
1 March -1 May	100%

- 6.4 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.
- 6.5 Where you choose to leave or intermit on your course during the academic session, your account with ELADA 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, ELADA 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.

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- 7.2 Any student who has not paid their fees in full for one academic session cannot progress onto any other programme.
- 7.3 Students on year- long programs may not be able to graduate if they owe any outstanding tuition fees to ELADA.

## **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 by the Director of Finance & Operations or her/his nominated officer.

## **9 FURTHER INFORMATION**

- 9.1 If you have any questions regarding funding or fee payment, please contact the Registry Manager ([accounts@elada.co.uk](mailto:accounts@elada.co.uk)).