



# Fees Policy

## 2022

Effective Date: 01 January 2022

### 1. Introduction

Platinum Academy of Performing Arts (“Platinum Academy”, “we”, “us” or “our”) encourages you to read this Fees Policy carefully as this sets out our and your respective rights and obligations including but not limited to circumstances in which sums paid to the Academy will be refunded. It also sets out the potential consequences if you fail to make payment, which includes our 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

Course fees include; tuition, course materials and learning resources. Course fees do not include some personal materials, such as practice clothes, kit, books and scripts.

### 3. Fee levels and increases

The annual levels of course fees for new students and any associated additional costs shall be set annually by Platinum Academy and published on our website, [www.platinumacademy.co.uk](http://www.platinumacademy.co.uk) under the relevant course pages.

### 4. Deposits

Platinum Academy may require you to pay a deposit to confirm the offer of a place 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 Platinum Academy and signed up to the terms and conditions sent with your formal offer letter.

It is your responsibility to ensure that any deposit is paid when due.

## **5. Payment of fees**

The full course fee for each year becomes payable on enrolment and at re-enrolment each year, although Platinum Academy may agree with students that they may pay in instalments each term.

If you are paying your course fee through a Private Fund or alternate loan, you must provide written confirmation that you have been approved for the amount for the current year of study. If you do not do this, Platinum Academy may require that you pay the first instalment of your fees yourself. Platinum Academy reserves the right to prevent students from registering on courses until this first instalment is paid in full.

It is your responsibility to ensure that course and other fees and charges payable to Platinum Academy 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 Platinum Academy has received cleared funds.

Where you are paying yourself, course fees will be due for payment in either three equal instalments or ten month instalments over the year. Unless you have the prior written agreement of Platinum Academy to a different schedule of instalments, course fees must be paid in accordance with this schedule of instalments.

Late or non-payment may result in your removal from any instalment plan for course fees.

You are advised, at the earliest opportunity, to inform Platinum Academy of any variation to your situation which may affect the payment of course fees.

## **6. Course Fees and withdrawal or intermission from the course**

If you cease to be a student of Platinum Academy because, for example, you withdraw or Platinum Academy 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.

Fees charged will normally be calculated based upon the date that Platinum Academy is formally informed of the change in registration. You should therefore follow the formal procedures for withdrawal or intermission as outlined by the Academy.

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: the value of your course fee deposit is not refundable)
Within the first week	0%
After Week 1 - 1st December	33%
2 December - 1 March	67%
1 March - 1 May	100%

Where you choose to leave or intermit on your course during the academic session, your account with Platinum Academy 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 of which you are registered during that session.

#### **7. Debts and re-enrolment**

If you do not pay course fees in accordance with these terms, Platinum Academy 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.

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

Final year students may not be able to graduate if they owe any outstanding tuition fees to Platinum Academy.

#### **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 Business and Finance Manager or his/her nominated officer.

#### **9. Further information**

If you have any questions regarding funding or fee payment, please contact [admin@platinumacademy.co.uk](mailto:admin@platinumacademy.co.uk)