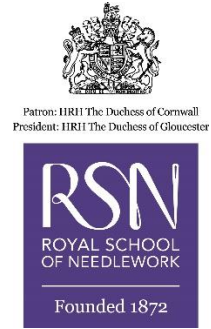


Future Tutors

Finance – Terms and Conditions

Commencing September 2022



Introduction

- This document sets out the Royal School of Needlework's terms and conditions on payment of course fees, bursary arrangements, external funding, chargeable materials and other expenses for the Future Tutors Programme.
- Course tuition fees are determined annually by the Finance Department and will be communicated to students in advance of the academic year.
- A number of bursaries may be available to support students with their studies. These change annually and an application process for available funds takes place every October.
- Students can also apply for external funding through other charities.
- Materials required for studying on the course can be obtained through the Royal School of Needlework, although this is not compulsory and you may choose to source these from elsewhere.
- Students are entitled to claim reasonable expenses for travel and subsistence, when attending off site events, to promote the work of the Royal School of Needlework.

Fees

- Course tuition fees are determined annually by the Finance Department and are heavily subsidised for UK students, by the Royal School of Needlework through fundraising.
- Recipients of the subsidised fees must be able to show proof of British Citizenship.
- Subject to the Royal School of Needlework continuing to raise the funds, the fees for UK students will remain the same for each of the three years on the course.
- International students not holding a UK passport are subject to full fees and are not eligible for a subsidy. However, they may apply for a bursary or external funding.

Payment of Fees

- On acceptance of a place on the Future Tutors Course, students are required to pay a deposit of 10% of the fees.
- The remaining fees are then required to be paid in ten equal monthly instalments.
- Payment can be made by any of the following methods: Standing Order
Electronic Transfer (BACS payment)
Cheque
- Alternatively, fees for the academic year can be paid in one lump sum at the beginning of September.

Late or Missing Fee Payments

- Should a student default on the payment of their fees at any point during the course, a meeting will firstly be arranged with the Finance Director and Course Leader, to discuss the situation.
- If necessary, a plan of action for the payment of the remaining fees will be drawn up.
- If a student continues to default on the payment of fees, the Royal School of Needlework reserves the right to revoke their teaching provision.
- A student in their final year will not be permitted to graduate from the programme until all fees are paid.

Refund of Fees

- Should a student's place on the course be terminated (either by their own choosing or being asked to leave by the Royal School of Needlework), the school reserves the right to charge for all tuition and materials up to the point of the student's departure.
- If a student has paid for the whole academic year in one lump sum, the Royal School of Needlework will refund the portion of fees that would have covered the period after the student has left.

Bursaries

- A number of bursaries are offered each year and all students are able to apply for these, subject to eligibility.
- The application process takes place in October/early November and all applications are reviewed by the Royal School of Needlework Council.
- Full details of what bursaries are available and how to apply for them, will be communicated to the students by the Chief Executive Department.
- A deadline for bursary applications will be given and students will be expected to cite reasons in their application as for why they believe they deserve a bursary and how they would use the money.
- Students who are successful in their application can choose whether to have their bursary directly off set against their course fees, or use the bursary for other means, such as to pay for materials or fund research.
- Bursaries are paid in two instalments in November and March. Receipt of the second instalment is subject to the student providing the Royal School of Needlework Council with a report. Further details on the report requirements will be provided by the Chief Executive Department at the appropriate time.

External Funding

- Being an independent course, the Future Tutors Programme is not eligible for any government funding.
- However, students may apply to external charities, such as the Queen Elizabeth Scholarship Trust (QEST), who may sponsor them for all or part of their studies.

Materials

- You will require certain materials for every technique delivered on the course.
- Depending on your previous experience, you may already own some of the necessary equipment, but will likely need to purchase more tools/equipment/fabrics as you progress through the course.
- Many items are available to purchase through the Royal School of Needlework.
- The Course Administrator will keep a log of any materials requested directly from the school and will request the Finance Department to raise an invoice to the student at the end of each technique.
- Students will be expected to keep a log of how many threads they use from the school and inform the Course Administrator at the end of the technique, so that this can also be included in the materials invoice.

Expenses

- At various points throughout the year, you may be invited to assist/demonstrate/teach at one of the many shows the Royal School of Needlework attends.
 - In your final year, you may also be invited to assist/teach on some of the many day classes and summer intensive courses run by the Royal School of Needlework.
 - A student may claim expenses for travel and subsistence when assisting/demonstrating/teaching at an off-site event.
 - A student may receive payment for teaching or assisting another tutor with the delivery of day classes, summer intensive courses, other off-site classes and the preparation, set up and take down of an external exhibition.
 - Any entrance fees for external visits to museums or galleries that are part of the Art module, will be funded by the Royal School of Needlework. The Royal School of Needlework will also cover the cost of travel from your home to the external location.
 - Full details of current remuneration rates are given in the Future Tutors Hours and Expenses Procedure document.
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I confirm that I have read, understood and accept the terms and conditions regarding the financial arrangements of my studies at the Royal School of Needlework.

Signature.....

PRINT NAME.....

Date.....