

Fellowship of the Royal School of Needlework Tuition Fee Payment Terms and Conditions

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy.

Professional Embroidery Tutor Programme Tuition Fee Payment Terms and Conditions

1. Introduction

This document sets out the Royal School of Needlework's (RSN) terms and conditions on payment of course fees for the 2024/25 academic year.

2. Annual Tuition Fee:

- £9,000 per annum.

3. Fee Schedule:

Tuition fee payments must be made by the following dates:

- **Upon Acceptance of a place:** £500 non-refundable deposit due within two weeks of accepting a place on the course.
- **September 6th 2024:** £2,500 (this is the first instalment of £3000 less the deposit).
- **January 3rd 2025:** £3,000
- **April 18th 2025:** £3,000

Alternatively, fees for the academic year can be paid in one lump sum at the beginning of September.

4. Payment of fees

Payment can be made by any of the following methods:

- Standing Order
- Electronic Transfer (BACS payment)

5. Notification of Leaving the Programme:

If a student decides to leave the programme, it is essential to notify the Course Leader in writing, and the refund policy will be applied based on the date of notification. Please see the Interruption and Withdrawal Policy.

6. Refund Policy:

Term One:

- 75% refund of the fees paid if the notification of leaving is received by September 20th 2024 (£2250).

- After September 20th 2024 students will be liable for the full tuition fee payment for term one (£3000).

Term Two:

- 75% refund of the Term Two fees paid (no refund of any fees paid for Term One) if the notification of leaving is received by January 17th 2025 (£2250).
- After January 17th 2025, students will be liable for the full tuition fee payment for term two (£3000).

Term Three:

- 75% refund of the Term Three fees paid (no refund of any fees paid for Terms One and Two) if the notification of leaving is received by May 3rd 2025 (£2250).
- After May 3rd 2025, students will be liable for the full tuition fee payment for term three (£3000).

7. Consequences for Late 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.

8. Variations to the Schedule

If a student requires a variation to the frequency or timing of the payments, they should speak to the course leader in the first instance. The RSN will make reasonable adjustments to the schedule as appropriate in agreement with the Director of Education and the Finance Director.

I confirm that I have read, understood and accept these terms and conditions:

Signature

PRINT NAME

Date