



Fees and Funding Policy 2018/2019

It is imperative that students are realistic about their financial security and must take some time to fully assess their financial situation and ability to fund the course fees and living expenses throughout their time with ALRA.

ALRA courses are structured so that you are able to work to support your financial situation. ALRA are sympathetic to the financial plight that students can experience but we are unable to allow students with unpaid fees to continue on a course with us.

1. Audition Fees

Charges are set in proportion to the costs ALRA incurs and in alignment with Federation of Drama Schools (FDS). ALRA makes only one charge per applicant. All applicants are subsequently considered for all eligible ALRA courses which have the same admissions procedure.

All audition fees are collected at the time of application via the Audition Management System (AMS) and transactions are carried out using PayPal (a PayPal account is not required). ALRA only considers and audition confirmed once payment of the Audition Fee has been received.

1.1. Audition Fee Waivers

Applications for an audition/interview fee waiver must be made in writing to the Registrar before completing the AMS. Applicants for Audition Fee Waiver must be:

- UK / EU Resident
- Undergraduate Course Applications Only
- new to Higher Education (with no previous degree or any other Higher Education-level qualification)
- have an annual household income of less than £25,000

1.2. Audition Fee Refunds

The audition fee is non-refundable other than in exceptional circumstances or payment errors. It is the Applicants responsibility to check their eligibility for ALRA courses before making payment.

ALRA will charge an administration fee for any audition fee refunds if the error is not ALRA's.

No refund will be given if the applicant decides to withdraw from the audition prior to the audition day.

2. Deposit

Each prospective student who is offered a place at ALRA is required to pay a deposit of £400 to secure their place.

For degree level courses, the deposit acts as initial payment of the University Registration Fee, which is payable annually to enrol each student with the degree awarding body of St. Mary's.

Subsequent payments (Three Year Acting Course only) are included with invoices for Years 2 and 3.

2.1. Deposit Waivers

Applications for a deposit waiver must be made in writing to the Registrar before accepting any offer via the AMS. Applicants for Deposit Waiver must be the same as outlined for Audition Fee Waiver.

If a students is then subsequently in receipt of DaDA and accepts a place at ALRA, they become liable for payment of the waived deposit and subsequent annual payments.

2.2. Deposit Refunds

The deposit payment is non-refundable other than in exceptional circumstances or payment errors. It is the Applicants responsibility to check their eligibility for ALRA courses before making payment.

ALRA will charge an administration fee for any refund if the error is not ALRA's.

No refund will be given if the applicant decides to withdraw from the course prior to the start of term, dependent upon the timing of their withdrawal they may also be liable for tuition fees as outlined further in this policy.

3. Tuition Fees

Please note once Fees have been set at the start of your course, the fees will not be increased during your time studying with ALRA.

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

Fees for each term must be paid in advance or as agreed with the Principal or ALRA Finance Officer as outlined in the Financial Agreement made.

Students who have not paid their fees in full for one academic year cannot progress onto the next year of the programme.

Final year students will not be able to graduate and may be withdrawn from productions and showcases if they owe any outstanding tuition fees.

Students, in exceptional circumstances, intending to leave ALRA must give at least one full term's notice in writing of such intention to the Principal.

Please note; Students will be liable for fees throughout the notice period - eg. if a student leaves halfway through the term, they are liable for the remainder of the fees for that term.

Debtors will be further charged 3% above Bank of England base rate in addition to their outstanding fees which will begin to accrue from 30 days after any outstanding date in a financial agreement.

4. Tuition Fee Refunds

In the unlikely event that ALRA is compelled to close due to a force majeure, no fees can be returned nor compensation made for any period of tuition that may have been lost through the Academy's inability to carry on its work as a result of circumstances beyond its control.

However, if you are considering withdrawal or transfer to another Institution, you will need to know how this will affect your tuition fees.

4.1. Grounds for refunds

Tuition fees paid via the Student Loans Company, Self- funded or Sponsored payments will be refunded in the following instances:

- **Student withdrawal from the course** (either by the student or initiated by ALRA).
- **Leave of absence**, except in cases where your period of leave of absence ends in the same academic year.

Tuition fees will not be refunded in the following instances:

- **The withdrawal of a unit or module does not of itself constitute grounds for a refund.** Tuition fees typically cover the annual provision of teaching, academic support and other services in respect of 120 credits for undergraduate students (total number of credits taken by undergraduate students each academic year) and 180 credits for postgraduate taught students (total number of credits taken by

postgraduate taught students each academic session). Whilst there may be occasions when students may not be able to access some modules, the total number of credits will remain unaffected and therefore no refund will apply.

- **Leave of absence** - where your period of leave of absence ends in the same academic year

2. How Refunds are Calculated

The following tables set out how ALRA calculates refunds.

Please note that:

- the cut-off dates for SLC funded Undergraduate students mirror Student Loans Company payment dates
- SLC-funded Undergraduate students, SLC Postgraduate Loan students and other sponsored students should be aware that ALRA will notify instances of leave of absence and course withdrawal, alongside with changes in fees to Student Finance England or the equivalent funding body;

Undergraduate and Postgraduate Taught Students

Withdrawal / Leave of Absence			% of Annual Tuition Fees Payable
<i>by Month</i>	<i>by Week</i>		
Sept.	Prior to Week 1		50%
Sept. to Jan.	Term 1		75%
Jan. to April	Term 2		100%
April onwards	Term 3		100%

3. How Refunds are Applied

If fees were paid by Debit or Credit Card or a Direct Bank Transfer, the refund will be made to the same account.

The method of refund will be determined by the amount of tuition fees paid and owed up to the point of application. Therefore, subject to individual circumstances, a refund can be:

- a direct refund of tuition fees already paid
- a reduction in the tuition fees due
- a tuition fee debt reduction.

5. International Students

All overseas students are required to pay a tuition fee deposit of £2,000 as a condition of their offer and prior to a CAS being issued.

They are required to secure a visa according to the applicable law and students will only be supplied with the necessary documents once their tuition fee deposit has been paid and both academic and other visa – related conditions have been met. This amount is one term in advance on top of the course deposit. You will also be asked to provide evidence of your finances to support yourself as well as pay fees.

6. Funding Options

ALRA is a private school classed as an Alternative Provider (AP), working with partners in Higher Education. Depending on personal circumstances and the course undertaken, students can access funding from a variety of sources.

	3Y	PG	MA Dir.	FND
Dance & Drama Award	✓	✓	✗	✗
Student Loan	✓	✗	✗	✗
Private Finance	✓	✓	✓	✓
Post Graduate Loan	✗	✓	✓	✗
Professional & Career Development Loan	✗	✓	✓	✗

6.1. [Dance and Drama Awards \(DaDA\)](#)

DaDA are scholarships funded by the Education Funding Agency. DaDA can offer greatly reduced tuition fees and access to an income-assessed student support fund.

DaDA is merit-based and means-tested. DaDA are offered only to the applicants who show the most potential to succeed in the profession based on their audition, and the value of the award is determined on the basis of a national scale and by the circumstances and household income of the student; students from lower income families contribute less (towards fees and maintenance) and those from higher income families contribute more.

DaDA are available for new students starting courses as well as continuing students in their second or third year of study. There are only a very limited number of DaDA available for new students at ALRA, 1 in 4 Acting Students are currently DaDA funded.

Students who are in receipt of DaDA:

- are not eligible to apply for a Student or Maintenance Loan.
- are not eligible to apply for a Post Graduate Loan.
- must be means-tested and assessed each year throughout their time at ALRA.
- will be registered with Trinity College, London as a student

6.2. [Student Loan](#)

Students who are not offered DaDA are entitled to apply for a Student Loan to assist them with the cost of tuition. ALRA is classed as an Alternative Provider which means that the government places a cap on the amount of tuition fee loan available. Please note the student loan does not cover the whole tuition fee; the maximum tuition fee Student Loan currently available is £6,165.

All students who are eligible to receive Student Loan funding are also eligible to apply for a means-tested Maintenance Loan to help with living expenses. The amount of Maintenance Loan you are entitled to depends on your income (or that of your parents) and where you are living while studying.

Students who are in receipt of Student Loan (and / or Maintenance Loan):

- are required to be registered annually by Registrar on SMS.
- are required to be marked as attending each term by Registrar on SMS.

6.3. [Post Graduate Loan](#)

Students who are not offered DaDA are now entitled to apply for a Post Graduate Loan to assist them with the cost of tuition and living expenses. The maximum Post Graduate Loan currently available is £10,200.

Students who are in receipt of DaDA are not eligible to apply for a Post Graduate Loan.

Students who are in receipt of Post Graduate Loan:

- are required to be registered annually by Registrar on SMS.

6.4. [Professional and Career Development Loan](#)

Professional and Career Development Loans are commercial bank loans that you can use to help pay for work-related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning. The Government will pay the interest on the loan while you are learning and for one month afterwards. You will then need to start repaying the loan as you would any other commercial loan product. You can use the loan to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries.

As the Professional and Career Development Loan is a commercial loan product, you should make sure you have investigated all the funding options that may be open to you to ensure you take an informed decision about whether the loan is right for you.

ALRA Learning Provider Identification Number: 1026

6.5. Private Finance

ALRA is a private school and classed as an Alternative Provider, which can mean that despite being in receipt of DaDA or Loan a student needs to clear the remaining balance of fees. A number of our previous students have been able to do this with the help of family or through various fundraising activities.

As our Foundation Course is Professionally Accredited and not part of the Further or Higher Education framework, unfortunately there is no funding support available for students on the Foundation Acting courses.

6.6. Scholarships & Bursaries

As ALRA is an Alternative Provider the government places a cap on the amount of tuition fee loan available to students. Therefore, this leaves a balance of tuition fees to be paid from private means. Our website holds various information in regard to the Student being able to raise any shortfall in tuition fees from private fundraising.

Once the student is enrolled at ALRA each and every student is considered for various internal and external competitive scholarships, bursaries and awards. The student is supported by Administrative staff and Faculty throughout the application and in preparation of any performance or interview as required by the scholarship, bursary or award.

ALRA is committed to assisting students wishing to apply for funding from charitable organisations.

ALRA is also one of the few Drama Schools whose training times (outside of public performances) are kept to a normal working week in order to allow all of our students the option to fund themselves further through part-time work.

If an ALRA student is able to show that they are in financial trouble and prove they have exhausted all available options above they are then eligible student access to the Student Hardship Fund and where possible ALRA is also prepared to offer a financial arrangement.