



Summary of Terms and Conditions relating to refunds on tuition fees (new entrants to all courses, from academic year 2019-20)

This document summarises LAMDA's arrangements for offering refunds on tuition fees.

1. General

- 1.1 Many students taking a degree course listed in 4.1 use official student loan schemes to pay their tuition fees. In these cases, we will be bound by any relevant legislation and by our contract with the loan provider (eg the UK Student Loans Company or the US Department of Education).

2. Policy on fee refunds: student/applicant cancellation

2.1 Application / audition / interview fees

2.1.1 As set out in the [Admissions Policy](#) (published on the website), refunds will not be made on application/audition/interview fees unless either

- (a) there has been an error with the card transaction or
- (b) our annual limit for audition places has been reached.

2.2 Deposits

2.2.1 As set out in the main Terms and Conditions documents (both HE and non-HE, published on the website), where a deposit is required to secure a place on a LAMDA course, that deposit is not refundable.

2.3 Tuition fees

2.3.1 In some situations, refunds may be available on tuition fees paid. These situations are described in full in the main [Terms and Conditions](#) documents, but in summary, refunds on tuition fees (minus the deposit) for the course listed at 4.2 and 4.3 below are payable as follows:

- (a) Cancellation received more than 6 weeks before the start date of the course: a full refund
- (b) Cancellation received between 4 and 6 weeks before the start date of the course: a 50% refund
- (c) Cancellation received 4 weeks or less before the start date of the course: a 25% refund

- 2.4 Where an incoming student wishes to cancel a confirmed place on one of the HE courses listed in section 4.1 below, or on the Foundation Diploma at 4.3.1 below,

different arrangements will apply, although we will use the principles in 4.3.1 in calculating any refund due. Invoicing for these courses is done on a termly basis, so refunds will not be calculated using the whole annual tuition fee; only the relevant part of the annual fee which has been paid will be taken into account.

3. Policy on fee refunds: LAMDA cancellation

- 3.1 Under certain circumstances we may have to cancel a course. Applicants and pre-registered students will be notified about cancellations or postponements as soon as possible, and at least two weeks before the course start date.
- 3.2 Two alternatives will be made available:
 - 3.2.1 a place on an alternative course - you will be required to nominate your alternative choice of Course within seven (7) days of having been notified of the change;
 - 3.2.2 a refund of the Tuition Fee paid (including any deposit) and the Application Fee paid.
- 3.3 If option 3.2.1 above is chosen, then any difference in tuition fees must be made good: if the alternative course has lower tuition fees, then LAMDA will refund the balance; if the alternative course has higher tuition fees, then that additional balance is payable.
- 3.4 Under certain and exceptional circumstances we may withdraw our offer to you.
 - 3.4.1 No refund of the application and tuition fees will be granted in such cases and no costs, including but not limited to travel arrangements, will be reimbursed.

4. Categories of courses at LAMDA

- 4.1 The following are Higher Education (HE) undergraduate or postgraduate programmes. Successful completion results in the award of the degree named:
 - 4.1.1 FdA Production and Technical Arts (Stage & Screen) [2 yrs, FT]
 - 4.1.2 BA (Hons) Production and Technical Arts (top-up) [1 yr, FT]
 - 4.1.3 BA (Hons) Professional Acting [3 yrs, FT]
 - 4.1.4 MA Classical Acting for the Professional Theatre [1 yr, FT]
 - 4.1.5 MA Directing [1 yr, FT]
 - 4.1.6 MFA Professional Acting [2 yrs, FT]
- 4.2 The following programmes are at Higher Education level. Successful completion results in the award of HE credits, but not the award of a degree:
 - 4.2.1 Shakespeare Summer School [8 weeks, FT]
 - 4.2.2 Autumn / Spring Semester Programme [14 weeks, FT]

- 4.3 The following courses are not at Higher Education level:
- 4.3.1 Foundation Diploma in Acting [28 weeks, FT]
 - 4.3.2 Shakespeare at LAMDA [4 weeks, FT]
 - 4.3.3 Acting in English [3 weeks, FT]
 - 4.3.4 Audition Coaching [2 weeks, FT]
 - 4.3.5 Introduction to Drama School [2 weeks, FT]
 - 4.3.6 Introduction to Screen Acting [2 weeks, FT]
 - 4.3.7 Young Actors: Intensive [1 week, FT]
- 4.4 LAMDA's portfolio of courses evolves from year to year. The lists above are accurate at the time of writing, but may be updated as necessary in future.

Student and Academic Services
March 2020