



Professional Certificate in Benesh Movement Notation

Terms and Conditions

**ROYAL
ACADEMY
OF DANCE**



TERMS AND CONDITIONS

Professional Certificate in Benesh Movement Notation (PCBMN)

Programme delivery

1. The Professional Certificate in Benesh Movement Notation (PCBMN) is a part time distance learning programme made up of six modules. Two modules are studied per year (with a six week break between each module), enabling students to complete all six modules in 3 years.
2. There are two possible starting points in the year: January and July.

Application

3. The closing date for applications is two calendar months before the student's chosen starting point. Exact closing dates can be found in the PCBMN information booklet.
4. The completed application and reference forms, as well as the registration fee, must be submitted to Benesh International by the stipulated closing date.
5. Acceptance onto the programme is subject to a successful discussion with the Programme Leader or one of the Programme Tutors following receipt of the application.

Registration fee

6. A non-refundable registration fee must be submitted with the application form.
7. Students who take a break of more than one semester between modules will be required to pay a new registration fee prior to resuming studies.

Tuition fees

8. Tuition fees are not normally refundable. Please read the information below regarding withdrawals, extensions and suspensions of studies. Students are ultimately liable for all tuition fees even if a third party is paying in part or in full.
9. The fees table can be found in the PCBMN information booklet.
10. Fees are liable to change on an annual basis.
11. Tuition fees cover course materials, tutoring, access to the virtual learning environment (Moodle), assessments, the annual Benesh Student Forum, and Benesh International student membership. The only item that needs to be purchased separately is Benesh Movement Notation for Ballet by Monica Parker.
12. Stationery such as notation paper, pencils, rulers, etc. is not covered by tuition fees and must be provided by the student.
13. For students attending the annual Benesh Student Forum, tuition fees do not cover the cost of travel, accommodation or subsistence.
14. Payment must be made for each module in full before the start date of the module.
15. An invoice will be generated in advance with full instructions regarding how to pay.
16. Payment must be received no later than the date stated on the invoice.

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Withdrawal

17. Students are required to notify Benesh International of an intention to withdraw by completing and returning the withdrawal form.
18. On receipt of the form, the student will be withdrawn with immediate effect.
19. If a student wishes to withdraw from their studies, or is requested to withdraw for reasons in relation to conduct, the student's liability for any fees will depend on the date the withdrawal form is received:
 - a. **From the start until the fourth week of the module – 80% refund of the fees paid.**
20. If a student is requested to withdraw by the Programme Leader on academic grounds, a refund will be made equivalent to any outstanding weeks of the current module.

Extension of studies

21. Students should request an extension of their studies by completing and returning the extension of studies form.
22. A **non-refundable fee** is applicable for an extension of studies which should be submitted with the extension of studies form.
23. **An extension of studies may not exceed one semester.**
24. A maximum of three extensions may be requested during the full programme.
25. Multiple extensions may not be requested for a single module.
26. Where an extension of more than one semester is requested, this will be treated as a suspension of studies.

Suspension of studies

27. Students are required to notify Benesh International of an intention to suspend their studies by completing and returning the suspension of studies form.
28. **A suspension of studies may not normally exceed two semesters.** Students will be required to restart at a point determined as appropriate by the Programme Leader.
29. During a suspension of studies, no tutoring will be provided and students will not have access to the course Moodle page.
30. Where a suspension of study lasts for more than two semesters, a new registration fee will be charged, as per Clause 7 above.
31. On return to study, students will be liable to pay the difference where the fees have increased during the suspension of studies.
32. No refund will be issued for modules started.

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Re-sits

- 33. Students may only re-sit an assessment once.**
- 34. A request to re-sit must be made in writing to the Programme Leader.
- 35. An additional tutoring and examination fee will be charged where a student re-sits an assessment.
- 36. Students will receive one hour of tutoring prior to the submission of their re-sit.
- 37. Once requested, the re-sit must take place within the following semester.

Payment

- 38. Payment can be made by credit or debit card, or by bank transfer. No other payment method can be accepted. The programme name (PCBMN), student initials and invoice number should be quoted for any type of payment.
- 39. Payment options:
 - a. By telephone +44 (0)20 7326 8018 or 8904 for credit/debit card transactions
 - b. By bank transfer to:

HSBC Bank PLC

31 Holborn Circus, London, EC1N 2HR Sort Code: 40-11-58

Account Number: 90055948

Account Name: Royal Academy of Dance IBAN Number: GB48HBUK40115890055948

Swift Code: HBUKGB4194P

For bank transfers please use PCBMN + student initials as reference for payment.

40. Payment office:

Finance Department, Royal Academy of Dance, 188 York Road, London, SW11 3JZ, United Kingdom Telephone +44 (0)20 7326 8018 or 8904

finance@rad.org.uk

Late payment

- 41. Benesh International reserves the right to charge interest at 1.5% above the bank rate in case of late payment.
- 42. It is a requirement of Benesh International and the Royal Academy of Dance that all fees must be settled before a successful student can receive their award.

Changes to the terms and conditions

- 43. Benesh International and the Royal Academy of Dance reserve the right to alter these terms and conditions at any time for the benefit of the business, staff or participants.

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Agreement to the terms and conditions

44. By registering for the programme, students acknowledge their acceptance of these terms and conditions.

Data Protection

45. The Royal Academy of Dance, including Royal Academy of Dance Enterprises Ltd is committed to protecting and respecting your privacy. We only use personal information if we have an appropriate reason (lawful basis) to do so and this includes sharing information outside the Royal Academy of Dance.
46. We review how long we keep personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We hold your personal information on our systems for only as long as is necessary for the relevant activity, or as long as is set out in any relevant contract or agreement you hold with us.
47. Please be reassured that we will not release your information to other organisations unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. In all other instances we would only share your information with another party, if you have given your explicit permission to do so.
48. Benesh International's Privacy Notice can be found on the website:
<https://www.royalacademyofdance.org/benesh-international-privacy-notice/>
49. The RAD's corporate Privacy Notice can be found on the website:
<https://www.royalacademyofdance.org/privacy-policy/>

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