

# BACKSTAGE ACADEMY

Course Fees Policy for  
New and Continuing Students  
2022-23

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## IMPORTANT INFORMATION

New students should be aware that if you do not cancel your contract with Backstage Academy within 14 calendar days of online enrolment or 14 days after the published start of the course as outlined in paragraph 3 below, then you will be deemed to have read and accepted the Conditions of Enrolment and will be in a contract with Backstage Academy and you will be liable to pay Backstage Academy full tuition fees for your course for the current academic year.

### Introduction

1. This policy applies to students on all Backstage Academy Higher Education courses.
2. Course fees are reviewed annually by Backstage Academy and published in advance of the course start date. The fees for a student's course of study will be set for the normal duration of that course subject only to inflationary increases – measured by the Consumer Price Index (CPI) recorded in March each year to take effect for subsequent start dates. Undergraduate fees are subject to a maximum regulated fee set by the government - currently £9,000 for 2021/22

### Cooling-Off Period New Students

3. At enrolment, a student is liable to pay tuition fees and Backstage Academy agrees to provide educational services. New students are entitled to cancel this contract, without reason, any time up to 14 calendar days after completing online enrolment on their course of study or up to 14 calendar days after the published start of the course whichever is the latest. To exercise this right to cancel a student must inform the Registry team by completing and submitting the Enrolment Cancellation Form ('Cooling Off' Request to Cancel) (Appendix 1) within 14 calendar days from the day after his/her/their online enrolment or within 14 calendar days from the day after the published start date of the course
4. If a new student cancels within 14 calendar days of online enrolment or within 14 calendar days after the published start date of the course in accordance with the above, Backstage Academy will refund any monies paid by the student or his/her sponsor at enrolment. Backstage Academy will make the refund using the same means of payment as used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to Backstage Academy
5. In the event that a student does not cancel his/her/their enrolment within 14 calendar days after online enrolment or within 14 days of the published start date of the course then the student will be deemed to have read and accepted the Conditions of Enrolment and will be liable to pay Backstage Academy full tuition fees for their course for the academic year. If a student communicates their withdrawal to Backstage Academy they may be entitled to a refund of fees paid in accordance with the refund terms outlined in paragraphs 30-37

### Students continuing, transferring or resuming study

6. **Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by Backstage Academy do not fully cover the student's full fee liability the student will be required to pay the balance.**

7. There is no right to cancel within 14 days for continuing students re-enrolling for subsequent years of study, for students transferring to a new course or for students resuming studies after a period of suspension. If having re-enrolled online, you fail to notify Backstage Academy of your intention not to continue your studies by the first day of the semester you are due to re-start your studies then you will remain liable for the full course fees.
8. Fees charged may comprise the following elements:

Course fees (including research for a year/ semester/ term supervision and writing-up fees) and/ or for a module/ unit	
Registration fees	for registration for an award
Examination fees	for external examinations
Other costs	for residential or field trips, visits, course materials, exemptions (APCL and APEL) and bench fees
Reassessment fees	where applicable
Other charges	For administrative services e.g. replacement ID card (see Appendix 3 for a full list)

### Liability for Payment of Course Fees

9. All students are reminded to ensure that they have the means to pay their tuition fees and other costs associated with their course before enrolling. It is the responsibility of the student to ensure that they are eligible for funding via a tuition fee loan or other means before enrolling and accepting Backstage Academy's Conditions of Enrolment.
10. All students are liable to pay course fees and any other related fees associated with a course of study. When a student accepts Backstage Academy's Conditions of Enrolment it signifies and forms their acceptance of personal liability for ultimate payment of all fees incurred for each academic year their studies at Backstage Academy, whether invoiced or not, even if it is intended that these will be paid by someone else, e.g. Student Finance England (SFE <sup>1</sup> or a sponsor. Any student who has not enrolled but attends a course of study will be deemed to have accepted Backstage Academy's Conditions of Enrolment by way of conduct from the date on which they first attended and be liable to pay course fees and any other related fees associated with that course of study.
11. Course fees for each academic year are due on or before the commencement of the course, whether or not the student or sponsor has been invoiced by Backstage Academy.
12. Backstage Academy will, by exception, invoice a student's sponsor where the student can provide before or at the time of enrolment a valid letter from such a sponsor accepting liability for the student's fees. Failure to provide evidence of

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<sup>1</sup> Or equivalent organisations for students living in Wales, Scotland or Northern Ireland

sponsorship will result in the student being invoiced for course and any other related fees.

Full time and part-time UK and EU undergraduate and postgraduate students.

13. **It is the responsibility of the student to apply to SFE for financial support.** Students can apply for financial assistance online and can access on-line forms at [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
14. **If requested the student must provide Backstage Academy with a copy of their SFE financial notification letter.**
15. **IMPORTANT NOTICE:** If a student fails to apply, is ineligible to receive a tuition fee loan, or chooses to pay his/her course fees themselves, then the course fees incurred in each academic year of study will need to be promptly paid by the student in full by the dates specified by Backstage Academy on the invoice.
16. Currently students do not incur additional fee liability for assessment decisions of defer, refer or retake.
17. Students required to repeat all or part of a period of study are liable to pay a pro rata course fee normally based on the number of credits being repeated.

### **How to pay your course fees**

#### **18. Full Time UK and EU undergraduate students**

Full time eligible students may apply to SFE for a tuition fee loan up to the amount charged by Backstage Academy and it is their responsibility to do so. Backstage Academy is not able to make an application to SFE on a student's behalf and, to ensure funding arrangements are in place, students are advised to submit their applications to SFE as soon as they know the details of the course they are to study. SFE (via the Student Loan Company) will pay the amount requested by eligible students directly to Backstage Academy. Students who decide not to take out a full tuition fee loan, only take out a partial tuition fee loan or are ineligible to receive funding will be responsible for paying the balance of course fees directly to Backstage Academy.

#### **19. Full and part-time Postgraduate students.**

Students are required to pay their fees directly to Backstage Academy.

#### **20. Backstage Academy accepts the following payment methods:**

- Credit Card
- Debit card
- Cheques – made payable to the 'Backstage Academy (Training) Ltd'
- Bank transfer
- Cash

#### **21. Backstage Academy may only reimburse any monies paid in accordance with this policy using the same means of payment and to the same person or organisation as per for the initial transaction**

## Non-Payment of Course Fees

22. Students who are unable to pay their course fees or are unable to have them paid on their behalf by the dates specified by Backstage Academy must contact Production Park Accounts without delay. Students who fail to pay or to make satisfactory arrangements to pay may be subject to any of the following actions by Backstage Academy pending the type of debt incurred:
  - Withdrawal (in whole or part) of library lending facilities;
  - Removal of access to Backstage Academy's computer network;
  - The withholding of official letters from Backstage Academy to third parties, e.g. Academic references, Council Tax Exemption Certificates;
  - Withholding final results transcripts and award certificates;
  - Ineligibility for the student and/or the student's guests to attend Backstage Academy's Degree Congregations;
  - Withdrawal from their course.
23. Backstage Academy will pursue outstanding debts via debt collection agencies and through the courts.
24. **PLEASE NOTE: Students who have an academic debt (e.g. a course fee debt) to Backstage Academy at the end of the academic year and who have not agreed satisfactory arrangements with Production Park Accounts will not be permitted to re-enrol for the next year of their course, until the debt has been cleared or in exceptional circumstances a repayment plan has been agreed.**

## Withdrawal from a Course of Study

25. Students have a right to withdraw from their course of study including in circumstances when Backstage Academy makes a change to the course of study which adversely affects them. Students who withdraw are permanently terminating their registration and enrolment with Backstage Academy and their contract with Backstage Academy will cease. These students will only be re-admitted through the normal application and admission procedures. Students who withdraw from Backstage Academy have no automatic right to be re-admitted to Backstage Academy.
26. Any Student who wishes to withdraw from Backstage Academy must without delay:
  - Notify Registry of their intention to withdraw, and
  - Complete a Backstage Academy Notification of Withdrawal Form (Appendix 3) which must be returned to the Registry Manager.
27. Students will remain liable for the full year's course fee until Backstage Academy has received from the student and acknowledged in writing a Notification of Withdrawal form. Backstage Academy will not accept Notification of Withdrawal Forms that have been backdated. Students may be entitled to a refund or reduction of fees paid in accordance with the terms outlined in paragraphs 30-37
28. While Backstage Academy will inform SFE (via the Student Loan Company) or other sponsor of students' withdrawal, all students are responsible for informing SFE and any other sponsor of any changes in their circumstances which may affect their entitlement to student support.

## Temporary Suspension

29. In exceptional circumstances students may wish to temporarily interrupt their studies; this is referred to as a 'suspension of studies'. Students do not have the right to suspend their studies; suspension of studies must be approved by Backstage Academy and/or by any other internal or external body as dictated by the relevant procedures. Students must, however, complete their course within a period of twice the normal duration of the course including anytime suspended from studies. E.g. for a three year course, the course must be completed within six years including any time suspended from studies. Students who return to their course of study will be required to agree to the Conditions of Enrolment for the year in which they return which will be an update to their continuing contract with Backstage Academy.

## Refund Arrangements Following Withdrawal or Suspension of Studies

30. Students who withdraw or suspend their studies part way through the academic year may be entitled to a part refund of the tuition fees paid. There are different refund arrangements dependent on the course and level of study.
31. UK/EU Undergraduate students  
Refunds/reductions for course fees are calculated in line with the Student Loan Company liability periods as set out below:

For course starting in Semester 1 (September/October 2022)

1 Autumn	3 October 2022 – 02 January 2023	Refund/reduction of 75% of full year's course fees
2 Winter	03 January 2023 – 16 April 2023	Refund/reduction of 50% of full year's course fees
3 Summer	17 April 2023– 31 August 2023	No refund/reduction applicable

For courses starting in Semester Two (January/February) 2023:

1 Winter	03 January 2023 – 16 April 2023	Refund/reduction of 75% of full year's course fees
2 Summer	17 April 2023– 31 August 2023	Refund/reduction of 50% of full year's course fees
1 Autumn	02 October 2023 – 01 January 2024	No refund/reduction applicable

32. **IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by Backstage Academy do not fully cover the student's full fee liability the student will be required to pay the balance.**
33. **Full and Part-Time UK/EU Postgraduate Taught students:**  
**Full time** – If a student withdraws or suspends within Semester One, they may be entitled to a 50% refund/reduction of the course fees for the full year. If a student withdraws or suspends in Semester Two there is no refund or reduction available.
34. **Part time** – If a student withdraws or suspends within Semester One, they may be entitled to a refund/reduction charged for modules in Semester One. If a student withdraws or suspends in Semester Two there is no refund or reduction available.

35. For students studying on courses with non-standard entry dates calculations will be applied as above with the necessary revised dates.
36. Backstage Academy will not refund the following charges where payments have been made to third parties on behalf of students:
  - Registration fees;
  - External examination fees;
  - Residential study;
  - Field trips

### **Course Fee Transfer**

37. Students who transfer to another institution during the academic year will be liable to pay course fees to Backstage Academy of Bolton in accordance with this policy. Backstage Academy will not transfer all or part of any course fees to another institution under any circumstances.



## Appendix 1

<b>ENROLMENT CANCELLATION FORM</b> <b>(Request to cancel within 14 days)</b>	
<p>TO:</p> <p>Registry Manager Backstage Academy Unit 53 Lidgate Crescent Langthwaite Business Park South Kirkby Pontefract WF9 3NR</p> <p>email: studentadmin@backstage-academy.co.uk</p>	
<p><b>Students starting a NEW course of study only are entitled to cancel their enrolment within a period of 14 calendar days from online enrolment or within 14days of the published start date of the course.</b></p>	
<p><u>I hereby confirm that I am a new student and I give notice to cancel my enrolment.</u></p>	
Name	
Student Number	
Course/Programme	
Address	
Tel	
Email	
Signature	
Date	

## Appendix 2:

## Other charges made to students

### Charges for 2021/22

Student Services and Registry have a range of charges which it may apply for the services it provides to students who do not meet deadlines, attend scheduled enrolment sessions, lose ID cards or official documentation, request additional copies and certified copies of documents. These charges should be paid in advance and are listed in the table below:-

Replacement ID Card (original free)	£10*
Late enrolment fee (after 31 October for September starters and 31 March for January/February starters)	£50
Duplicate copy of University of Bolton Award Certificate (original provided free)	£35
Certified copies of original documents (charge per original)	£5 each*
To Whom it May Concern (TWIMC) letter to confirm status (three TWIMC letters + one bank letter free – additional copies will be charged per copy – <b>see notes on TWIMC application form.</b>	£5 each*

**\*In order to obtain a replacement ID card, replacement Council Tax Exemption Certificate, certified copies or additional copies of letters, you should make your payment direct to Production Park Accounts, where you will be provided with a receipt. You should then take your receipt to the Student Admin to obtain your replacement card.**

**Clarification of the above can be obtained from a Student Advisor in Student Services at [studentadmin@backstage-academy.co.uk](mailto:studentadmin@backstage-academy.co.uk)**

## Appendix 3:

# Notification of Withdrawal Form

This form should be used by students and academic departments to notify withdrawal from a course.

Student Number		Student Name	
Course Code		Course Title	
Academic Year			

Accept Regs Date	
Cooling Off date	
Status	
Last Date of Attendance	
End Date	
Form Printed	

Code	Reason For Withdrawal

Other reason – please specify  
.....  
...

**Withdrawal is to be notified to Registry within 5 working days of becoming known.**

	Signature	Date
Student		
Personal Tutor		
Registry Manager		

The student must make any request for a refund/reduction of fees in writing to the Registry Manager.

Please refer to Backstage Academy Course Fees policies under Policies and Procedures. This form should be returned to [studentadmin@backstage-academy.co.uk](mailto:studentadmin@backstage-academy.co.uk)