

Student Services - Charges and Additional Costs

Expected Costs

All students are expected to own the following equipment at the start of and throughout their course:

- Personal Protective Equipment (PPE):
 - Steel toe capped boots - with foot plates and toe protectors
 - Rigger gloves
 - High-vis vest
 - Hard hat (suitable for riggers)

Further details can be found on the [Backstage Academy website](#).

- There are a small number of laptops available for students to book out if required but we strongly recommend that all students purchase a laptop computer capable of word processing and access to the internet, with a webcam and mic for effective participation in online sessions due to the high demand for bookings.

Additional laptop capabilities (e.g. visual software) are at students' discretion and are not a requirement of the course - if you do wish to add this, you can speak to your tutor or the technical team for guidance.

Charges

Student Services charge for some of the services below:

ID cards and lanyards

You will be issued with a card and lanyard when you enrol for the first time **free of charge**.

If your card has stopped working or is stolen and you report it to the police, a card will be issued without charge (if you provide evidence of a crime number for a stolen card).

Replacement of lost cards will be charged at **£10 per card.***

Replacement of lost lanyards will be charged at **£5 per lanyard.***

These can be requested from Student Services:

studentadmin@backstage-academy.co.uk

*Payments should be made direct to the Production Park Accounts Department. You will be provided with a receipt if required.

For any issues with door access using your card, please contact Student Services on

the email address above.

Enrolment

Late enrolment fee £50

A late enrolment fee will be charged if enrolment is not completed by a specific date – last date of enrolment can be confirmed by contacting Registry at studentadmin@backstage-academy.co.uk

Library and Resource Charges - Fines for overdue items

You might be charged a fine if the following items become overdue:

- Items that have been requested by another student £2.50 per day
- 1 day loans £1 per day

You will accumulate fines until the item is returned.

Fines are not charged for the days the Academy is closed.

If after several reminders you have not returned the item, we will invoice you for the cost of replacing it. If you then return the item you will not have to pay the replacement charge.

Items that have been requested by other students or staff and 1 day loans will incur fines in addition to the replacement charge.

If you owe more than £35 in fines, you will not be able to borrow any more items.

How to pay your fines

Please contact the Student Services team on studentadmin@backstage-academy.co.uk

University of Bolton Charges

Award Certificates

Award Certificates are posted to students by the University of Bolton within four weeks of graduation. Duplicate copies of Award Certificates are charged at **£35**.

Certified Copies

Certified copies of original certificates will be charged at **£5** per copy.

A duplicate copy of your award certificate or certified copies, can be ordered directly

<https://knowledge.bolton.ac.uk/how-do-i-request-a-copy-of-my-transcript-and/or-certificate>