

MOUNTVIEW

REFUND AND COMPENSATION POLICY 2022/23

(FOR NEW STUDENTS COMMENCING STUDY IN OR AFTER SEPTEMBER 2022)

1 Introduction

1.1 This policy applies to students who have applied to study at Mountview, or who are registered and studying with Mountview.

1.2 The policy is updated annually. The policy that applies to students is therefore dependent on the course studied and the course start date.

1.3 There is no variation in policy in relation to a student's fee status, be they categorised as being liable for fees at the Home, EU or International rates.

1.4 Any refund will be paid to whoever paid the tuition fee or deposit.

1.5 This policy will be made available to applicants via the Mountview website and drawn to the attention of applicants as part of the offer information.

2 Refund policy for student deposits

a) Holding and operating deposits

2.1 On acceptance of an offer to study at Mountview, students will be required to pay a holding deposit of £135 (£50 for part-time Foundation level courses, £125 for full-time Foundation courses based in Manchester) within 2 weeks. This deposit is **non-refundable** until a student registers successfully on their chosen course.

2.2 On successful registration as a student at Mountview this holding deposit will become an operating deposit. £10 will be charged as a locker fee (excluding part-time Foundation students and full-time Foundation students based in Manchester, who do not have lockers) and the remaining £125 will be held for the duration of the student's course to cover miscellaneous costs such as costume damage, unpaid library fines and replacement security passes.

2.3 On completion of their course, students can apply for a refund of this operating deposit, less any outstanding tuition fees and sundry charges. The £10 locker key fee will also be refunded should the student return the key and the locker is not damaged.

2.4. Please note that refund requests will only be authorised within 1 year of course completion.

b) Tuition fee deposits

2.5 Students will also be required to pay some or all tuition fees before the beginning of the year of study, an element of which will be a **non-refundable** deposit. Amounts and due dates differ according to course of study and full details will be included in the offer letter.

2.6 Offer holders who change their minds and decide not to take up their place will not be entitled to a refund of the required tuition fee deposit paid.

2.7 Deposits paid by international students will be reimbursed in full if evidence of a visa rejection is received and verified from the relevant UK Visa Office. Refunds will not be given however if the reason for the visa rejection is due to the failure to follow UK Visas and Immigration guidance, submission of fraudulent documents or failure to provide documents.

2.8 Refunds will only be made to the individual or organisation who originally paid the deposit. If a third party has paid the fee deposit on behalf of the applicant, we are unable to refund the deposit directly to the applicant.

2.9 Different rules apply to students who have applied for Dance and Drama Award (DaDA) funding; full details will be found in the offer letter.

3 Tuition fee liability details

3.1 The table in Appendix 1 details a student's tuition fee liability for the academic year in the event a student withdraws or interrupts their study before the end of that academic year.

3.2 The date of withdrawal or interruption of study will be determined by the date of receipt of a completed withdrawal of studies/request to suspend studies form.

3.3 A refund of tuition fees, less the non-refundable deposit amount, will be made if the fees paid exceed the calculated liability.

3.4 Tuition fees are normally charged on an annual basis and so for a course being delivered over, for example, three years, a student can expect to pay a tuition fee for each year of study.

3.5 Tuition fees will normally increase annually in line with inflation. The fee increase will be limited 4% per annum.

3.6 Where part-time fees are charged based on the modules studied, the fee will be based on the credit value of modules studied as a percentage of the credits associated with full-time study.

3.7 The standard undergraduate academic year has three terms of 12 or 13 weeks each, and the teaching weeks are numbered. This numbering is also used for most foundation and postgraduate courses.

3.8 Where reference is made to terms then: Autumn term refers to teaching delivery between Summer and Christmas, Spring term to delivery between January and Easter, and Summer term to delivery between Easter and the Summer.

4. Compensation

4.1 Mountview has a primary campus in Peckham, south London and this is the location from which it delivers most of its courses. Some students study under split-site arrangements undertaking their studies both at Mountview and at a partner organisation. Mountview also runs a full-time Foundation Musical Theatre programme in Manchester which will be taught at a single site.

4.2 Mountview's approach to course closure is to teach all students through to the completion of their studies. Mountview's course closure process ensures plans are put in place to enable all students registered on the course to complete their studies. There are no courses identified where there would be an increased risk of non-continuation.

4.3 In the exceedingly rare event Mountview was not able to preserve the continuation of study Mountview would provide a transcript and where appropriate an exit award in relation to the credits passed and awarded. Mountview would also seek to relocate the student so they can complete their studies and achieve the intended qualification aim at another provider.

4.4 In the event students transfer to complete their studies at another provider, Mountview would provide a compensation payment that would cover:

(i) the difference in tuition costs between the fee that would have been liable at Mountview and the fee at the new provider to complete the course; and

(ii) relocation expenses of up to £1,500 on the provision of receipts

4.5 In the event an alternative provider cannot be found that is acceptable to the student Mountview would refund all tuition fees, and make a compensation payment which would take into account maintenance costs and the duration of study.

5 Scholarships and bursaries

5.1 Mountview offers a number of scholarships to its students. General terms and conditions for these scholarships can be found at the following web link: www.mountview.org.uk/courses/funding-and-scholarships/. Once a scholarship has been awarded any scholarship entitlement due to a student would be reduced pro rata on their withdrawing from the course. If a scholarship holder breaches the terms and conditions associated with their scholarship it will be withdrawn and, depending on the type of scholarship and the nature of the breach, they may be liable to repay some or all of the award. Full details are given in the terms and conditions.

6 Financial security

6.1 A fee contingency is determined annually from which refunds and compensation payments are paid.

Appendix 1

Tuition Fee liability for the academic year for students who withdraw prior to the completion of the course

For students new to Mountview from 1 September 2022

FOUNDATION LEVEL

Level	Full- or Part-Time	Length of Course	Start date	Deposit amount	Deposit charged if a student withdraws:	25% fee charged if a student withdraws:	50% fee charged if a student withdraws:	Full fee charged if a student withdraws:
Foundation	Full-time	2 Terms	September 2022	£500	After 4 July 2022 and up to 20 September 2022 (14 days after registration)	On or after 20 September 2022 and before 24 October 2022 (Week 6 Autumn term)	On or after 24 Oct 2022 and before 12 December 2022 (Week 13 Autumn term)	On or after 12 December 2022
Foundation	Part-time	2 Terms	September 2022	£250	After 4 July 2022 and up to 21 September 2022 (14 days after registration)	On or after 21 September and before 24 October 2022 (Week 6 Autumn term)	On or after 24 Oct 2022 and before 12 December 2022 (Week 13 Autumn term)	On or after 12 December 2022

UNDERGRADUATE LEVEL

Level	Full- or Part-Time	Length of Course	Start	Deposit amount	Deposit charged if a student withdraws:	33% fee charged if a student withdraws:	67% fee charged if a student withdraws:	Full fee charged if a student withdraws:
Undergraduate (Performance) Fee Payer	Full-time	3 Years	September 2022	£1,000	After 6 June 2022 and up to 26 September 2022 (14 days after registration)	On or after 26 September and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023
Undergraduate (Performance) DaDA	Full-time	3 Years	September 2022	£525	Between 12 – 26 September 2022 (14 days after registration)	On or after 26 September and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023
Undergraduate / FdA (Theatre Production Arts)*	Full-time	3 Years	September 2022	£500	After 4 July 2022 and up to 26 September 2022 (14 days after registration)	On or after 26 September and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023

POSTGRADUATE LEVEL

Level	Full- or Part-Time	Length of Course	Start	Deposit amount	Deposit charged if a student withdraws:	33% fee charged if a student withdraws:	67% fee charged if a student withdraws:	Full fee charged if a student withdraws:
Postgraduate (Performance)	Full-time	1 Year	September 2022	£1,000	After 31 May 2022 and up to 19 September 2022 (14 days after registration)	On or after 19 September and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023
Postgraduate (Non-performance)	Full-time	1 Year	September 2022	£1,000	After 31 May 2022 and up to 26 September 2022 (14 days after registration)	On or after 26 September and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023
Postgraduate	Full-time	1 Year	January 2023	£1,000	After 30 September 2022 and up to 17 January 2023 (14 days after registration)	On or after 17 January 2023 and before 18 April 2023 (Week 1 Summer term)	On or after 18 April 2023 and before 10 July 2023 (Week 13 Summer term)	On or after 10 July 2023
Postgraduate	Part-time	2 Years	September 2022	£500	After 31 May 2022 and up to 6 October 2022 (14 days after registration)	On or after 6 October and before 9 January 2023 (Week 1 Spring term)	On or after 9 January 2023 and before 3 April 2023 (Week 13 Spring term)	On or after 3 April 2023

*** Please note, the Mountview Diploma in Theatre Production Arts follows the same liability timeline as the Undergraduate/FdA (Theatre Production Arts) courses.**