

Fees Policy 2026/27

The information in this Policy is accurate at the point of publication but may be subject to change in accordance with the terms of your Student Contract.

Please read the Fees Policy alongside your Student Contract. If you would like further information or advice, please email the SOTE Admin team.

If you would like advice about accessing funds to support your study from the College or about student loans and other sources of funding, please contact the SOTE Admin team

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A. Tuition fees for CertHE In Dance & Musical Theatre

Undergraduate/CertHE

Home undergraduate/CertHE students: The fee for 2026/27 will be £9,790. The UK Government caps fees for Home undergraduate students. For several years, tuition fees for these students were capped at £9,250 annually. Starting in 2024, the Government began increasing the cap each year. We will set our fees according to the Government's cap, which means the fees may rise in future years of the course if allowed under the cap. This adjustment helps us cover the rising costs of delivering the course. We will notify you of any increases as soon as possible after the Government's decision, and no later than four months before the relevant academic year begins. Home undergraduate students might be eligible for tuition fee loans through the Student Loans Company. For more details, please visit the Government student finance website.

International students: SOTE Foundation College is unable to accept International students.

B. How we determine what tuition fees we charge you

Fee status determination

Your fee status depends on:

- Nationality and immigration status
- Country of permanent residence
- Activities in the three years before the programme starts
- Specific residency requirements

More details are available from the UK Council for International Student Affairs. Your fee status will be confirmed in your Offer Letter.

Important: Acceptance of your offer constitutes acceptance of your fee status.

C. Payment arrangements and liability dates

Fee deposits

Programme start dates will be communicated to you before enrolment.

Deposit Requirements by Programme Level:

Programme Level	Home Students	International Students
Undergraduate/CertHE	£500	n/a

Important conditions:

- Deposits cannot exceed 50% of your total programme fee
- Students will be eligible for a full refund of their deposit if they withdraw within 14 days of paying their deposit
- In all other cases, deposits will be retained to cover the College's costs associated with administering the acceptance of your offer. If you choose not to attend within three months of starting your programme, the College will be unable to fill your space, and your deposit will not be refunded. Other requests for refunds may be considered in certain exceptional circumstances (e.g. serious illness, visa refusal, bereavement).
- Programme places are not guaranteed until deposits are paid.
- On completion of the full programme, deposits will be refunded less any costs due to SOTE College Ltd. (This may include, but is not limited to non return of college scripts, merchandise, unpaid fees etc)

Deposit payment deadlines:

- **CertHE programmes starting in September:** 1st June or on acceptance of place if after 1st June.

Payment methods

Fees should be paid in Sterling. Students are responsible for covering any bank transfer fees to ensure the College receives the full payment amount.

For detailed bank transfer information and alternative payment methods, please contact info@sote.co.uk.

Instalment arrangements

Self-funding students

For CertHe in Dance & Musical Theatre, fees may be paid in two instalments:

- **1st instalment:** 50% of fees,
- **2nd instalment:** 50% of fees by 2nd January

Funded students For students funded by the Student Loans Company or equivalent bodies, the College will accept fee instalments aligned with funding body disbursement schedules. If you have received an offer and are applying for Student Finance, you should now be able to complete your application. When applying, you select BA (Hons) courses; the course code on the Student Loan Company is **207006**. If it asks for the course provider, it is Rose Bruford College, and the campus is Birmingham/Digbeth. The course is CertHE in Dance & Musical Theatre. Further information about student finance is available on the [gov.uk](https://www.gov.uk/student-finance) website <https://www.gov.uk/student-finance>

The Student Loans Company will allow you up to 4 years of funding, meaning you can undertake a CertHE course followed by a BA (Hons) or a BA(Hons) and a Master's level course.

Sponsors : If a student's fees are being paid by a third party, we'll invoice those third parties (described as approved sponsors) directly. Written confirmation of this will be required before enrolment. Students remain liable if sponsors fail to pay.

Some sponsors pay students directly in instalments. If this is the case, you should provide written confirmation of the arrangement to the College so that we can confirm that your fees will be paid. Students must always ensure timely payment to the College.

D. Refunds, withdrawals and fee liability

The College permits all students starting a new award-bearing programme (not a standalone module or short course) to withdraw from the programme without any additional charges, if they do so within four weeks of the start of the academic year or the formal start date of the Programme (whichever is later). In such cases, students will be entitled to a refund of all fees, and only the deposit will be retained by the College.

You will otherwise be exempt from future fee liability if you do not meet your offer conditions by the enrolment deadline.

Withdrawal refund schedules

Option A: Weekly-based schedule

Withdrawal period	Refund available
Registration until end of week 4	Full refund, less any deposit
Start of teaching week 5 until end of week 10	75% Refund
Start of teaching week 11 until end of week 19	25% Refund
From start of teaching week 20 onwards	No refund available

Note: Any instalment fees paid are non-refundable.

Withdrawal at recognised exit points

Comprehensive exit point system If you withdraw at a recognised qualification level (e.g., PgCert from Master's), you only pay fees proportionate to that level, regardless of the reason for withdrawal.

Medical and exceptional circumstances

Fee refunds may be available for withdrawal due to:

- Serious medical conditions
- Family emergencies
- Programme closure or significant changes
- College breach of contract

Each case is assessed individually with appropriate evidence required.

Student Loans Company provisions

SLC exception SLC-funded undergraduate students and those with Advanced Learner Loans are covered by proportionate fee arrangements - the SLC only pays fees proportionate to your attendance period.

E. Additional costs and fee discounts

Mandatory additional costs

- Some programmes include mandatory charges for: Professional examination fees
- Specialist equipment
- Field trips and residencies
- External accreditation

These will be detailed in your programme information and Offer Letter.

F. Outstanding payments and support

- 6.1 In accordance with the College's student terms and conditions, students must ensure that all tuition fees and other expenses relating to the course are paid.
- 6.2 This section of the policy sets out the actions that the College will take in relation to any student who has not paid their fees as required.

6.3 Non-payment

- 6.3.1 Students who have tuition fee debts from the previous academic year will not be permitted to re-enrol for subsequent academic years until they have paid off their outstanding tuition fee debt.
- 6.3.2 In exceptional circumstances only, it may be possible to reschedule the debt via a payment plan. Students must be able to demonstrate that they can pay the previous year's debt and the tuition fees for the current academic year to continue with their studies at the College. All tuition fee debt must be cleared by the end of the academic year.
- 6.3.3 Please contact info@sote.co.uk if you are experiencing financial difficulties to discuss your circumstances.**

6.4 Debt Collection Process

- 6.4.1 The following process for the collection of unpaid fees will be undertaken by the College:
- 6.4.2 Stage 1
The debt email is sent to you once you miss your payment date. You will be made aware of future potential sanctions.
- 6.4.3 Stage 2
The second debt email is sent to you two weeks after you miss your payment date
Sanctions: IT account access revoked. This restriction will limit your access to certain College services, for example, the library, computing and viewing your student record via the Portal; this will prevent you from:

Accessing coursework header sheets; the ability to hand in/electronically submit coursework; obtaining student letters for bank or building societies; view your academic profile, grades, marks, etc. online, until you either complete the necessary steps as requested by the College or make acceptable alternative arrangements for the payment of the tuition fees due, including getting in touch with the College as set out above if you are experiencing financial difficulties.

6.4.4 Stage 3

Two weeks after the email has been sent at Stage 2, if you have failed to pay the fee due or obtain an exceptional payment plan further to engagement with the College, you will be sent a final email and have your details sent to the Deputy Principal and Finance, who will consider if the you are to be withdrawn for the non-payment of tuition fees.

If you are to be withdrawn, an 'intention to withdraw' letter will be sent, advising you of the date you are due to be withdrawn, should you not make payment in full or have an exceptional payment plan agreed during the intervening period.

If you make a payment in full or have an exceptional payment plan agreed before the withdrawal date, you will have your access to services reinstated.

6.4.5 Consequences and sanctions applied for non-payment of fees

6.4.6 Transcripts/certificates - Transcripts or certificates of assessment results, Higher Education Achievement Reports (HEAR) and confirmation of study letters/emails will be provided to students who owe tuition fees to the College where it is reasonable and proportionate to do so.

6.4.8 Attendance at graduation - Students who have not paid their tuition fees in full will not be allowed to attend the College's Graduation ceremonies, until the debt is paid in full. Once the debt has been cleared, students should contact awards@gre.ac.uk to see if it is possible for them to attend a future ceremony.

6.4.9 External debt agencies

If you do not engage with our debt management process and fail to settle any outstanding fees, the College will reserve the right to refer the debt to an outside collection agency.

Refund offset

Where students have debts to the College (including accommodation debts), any refunds owed will be applied against outstanding amounts, with only the balance returned to the student.

Support for financial difficulties

If you're experiencing financial hardship:

- Contact the RBC Student Life Service for funding guidance
- Request exceptional payment arrangements through the SOTE team
- Explore available bursaries and emergency funds
- Consider instalment plans where eligible

Exceptional payment arrangements

The College may agree to modified payment terms in cases of genuine financial hardship. Applications should include:

- Details of the circumstances
- Proposed payment plan
- Evidence of financial situation

Appeals process: Decisions can be appealed to the Academic Registrar within 14 days of the decision.

Contact information

Fee payment: finance@bruford.ac.uk

Student Life Service: student@bruford.ac.uk

Admissions: info@sote.co.uk

For the most current information, including bank transfer details and payment methods, visit our website or contact the relevant team directly.

This policy is reviewed annually and may be updated to reflect regulatory changes or operational requirements.

Last updated: 1st May 2026