

# TUITION FEE REFUND AND COMPENSATION POLICY SEPTEMBER 2025

Finance and Registry  
Version 1

The Royal Academy of Music moves music forward by inspiring successive generations of musicians to connect, collaborate and create.  
Charity number 310007  
Company registration number RC000438

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**UNIVERSITY  
OF LONDON**

Continued overleaf

# INTRODUCTION

This policy outlines the terms and conditions for tuition fee refunds and compensation if a student goes on an interruption of study, withdraws from their programme of study, or if the Academy is unable to continue with educational delivery of the programme.

We are committed to providing clear and transparent information about the circumstances in which a refund or compensation will be granted for tuition fees paid.

In this policy “we” means the Royal Academy of Music [the Academy] and “you” means our students. This policy applies to all enrolled students, undergraduate and postgraduate, and those who have accepted a place to study at the Academy. You have the right to cancel the conditions of this policy in writing at any time within 14 days of accepting your offer of a place to study.

The Academy may terminate the conditions of this policy immediately if studentship is withdrawn due to unsatisfactory academic progress or misconduct as defined in the Regulations.

Refunds will only be made to the original fee payer, unless written authority is received to make the refund to another individual or organisation.

## TUITION FEE REFUNDS

Tuition fee refunds are calculated based on academic term dates.

If you withdraw from your programme before the start of the academic year, we will refund any balance of fees paid above the deposit in full. The deposit itself will not usually be refunded.

If you withdraw from your programme after the start of the academic year, you will be charged a pro-rata fee based as follows:

### Self-funded students

On or after the first day of autumn term  
On or after the first day of spring term  
On or after the first day of summer term

### Pro-rata fee

1/3 of the full fees  
2/3 of the full fees  
Full fees

### Students with tuition fee loans from Student Finance

On or after the first day of autumn term:  
On or after the first day of spring term:  
On or after the first day of summer term:

### Pro-rata fee

25% of the full fees  
50% of the full fees  
Full fees

### Students with US Federal Loans

Your loan repayment will be calculated according to our Return of Title IV Funds (R2T4) procedure. Please see the [USA Loans page](#) of our website for further details.

The effective date of discontinuation of studies will be recorded by the Registry team and communicated to your loan provider (if relevant) on your behalf.

For self-funded students, we will refund the fee payer any balance of fees paid above the pro-rata fee. If the balance of tuition fees paid is less the pro-rata fee, you will be required to pay the difference.

If you do not follow the formal withdrawal procedures, you may be charged the full fee for the academic year. To withdraw from your studies you must follow the Withdrawal Procedure which can be found [here](#).

## INTERRUPTION OF STUDY

If you interrupt your studies part way through the academic year for circumstances beyond your control (e.g. illness), you will be charged a pro-rata fee as detailed above. Any fees that you have already paid above the pro-rata fee will be held on account for use against the balance of fees once you resume your studies. You will be charged the relevant tuition fee rate for the academic year when you return, **including any rise in tuition fees that has been applied** since your interruption started.

In exceptional circumstances, we may agree to a refund of tuition fees paid for the academic year instead of carrying the balance forward. This will be at the discretion of the Registrar and Director of Student Operations or Director of Finance.

To interrupt your studies you must follow the Interruption of Studies procedure which can be found [here](#)

## CHANGING PROGRAMME

If you change programme during the academic year, there will be an adjustment to your tuition fees to account for this.

If you change to a programme with higher fees (e.g. from the 2-year to the 1-year MA), you will be invoiced for the difference in fees based on the full year. If you change to a programme with lower tuition fees, we will refund the associated full year difference.

Where the change of programme occurs after the academic year has ended, there will be no adjustment to tuition fees.

To change your programme you must follow the Change of Programme procedure which can be found [here](#)

## FINANCIAL AWARDS

Any financial awards you receive from us will be pro-rated if you withdraw or interrupt your studies part way through the academic year.

If you plan to resume your studies after an interruption, any entrance scholarship you have been awarded will be carried forward for when you return. If you have been awarded a financial

assistance bursary, this will not be carried forward and you will need to reapply for financial assistance in the year that you return.

## OVERPAYMENT

We will refund any overpayment of fees to the original fee payer, provided that you have no outstanding debts to the Academy.

We reserve the right to ask for additional information as part of our Anti Money Laundering procedures if the refund request raises concerns of suspicious behaviour.

## COMPENSATORY ACTION

If the Academy is forced to cancel your programme of study, you will be entitled to a proportionate refund of your tuition fees paid for the whole programme.

If the Academy is unable to preserve continuation of study, or if a change relating to our educational delivery became necessary which had a financial impact on you in terms of costs, we would look to make provision to support you with these costs.

In the unlikely event that we were unable to continue educational delivery and alternative arrangements need to be made with another provider or through enrolment on another programme where there is a fee difference, we would undertake to compensate students for any new fees incurred.

We are committed to honouring existing bursaries made available to students if the Academy was unable to continue with educational delivery which necessitated arrangements to teach via an alternative provider; as well as any compensation for tuition and maintenance costs associated with this action becoming necessary.

Please refer to the [Student Protection Plan](#) for further details.

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