



Payment Policy

Overview

At Collective Acting Studio, we believe that no one should miss out on access to high-quality actor-training due to financial constraints. We are here to support you, and encourage you to reach out to us if you are facing difficulties. Together, we hope to find a solution that works for everyone.

We are a community. Timely payment of fees are important as they enable us to maintain our building, compensate our staff, and provide top-quality equipment and resources for you, our students. Fee revenue also allows us to grant fee reductions and scholarships to those in most need. By making payments on time, you are contributing to the sustainability of our Studio and ensuring that we can continue offering exceptional training opportunities for all.



Fees

Part Time School

The standard tuition fee for 2024/25 is £795 per term, which can be paid in full on the first due date for the term, or alternatively in three instalments of £285, on the respective dates listed below.

Autumn Term:

- September 5th
- October 5th
- December 5th

Spring Term:

- January 5th
- February 5th
- March 5th

Summer Term:

- April 5th
- May 5th
- June 5th

Youth Academy

The standard tuition fee is £195 per term, which can be paid according to the following schedule:

Autumn Term:



- September 5th (£195 or £70)
- October 5th (£70)
- December 5th (£70)

Spring Term:

- January 5th (£195 or £70)
- February 5th (£70)
- March 5th (£70)

Summer Term:

- April 5th (£195 or £70)
- May 5th (£70)
- June 5th (£70)

Payment Plans

If you are unable to meet the normal payment dates, you should contact Laura at office@collectiveactingstudio.co.uk to discuss an alternative payment plan. We are committed to working with you to find a solution that accommodates your circumstances - as we don't want anyone to miss out for financial reasons.

For the Part-Time School and the Youth Academy, we follow a staged approach to address late payments and/or non-communication about fees:

Stage 1

If you are unable to make your first payment, and fail to engage with us regarding a payment plan within one month of a payment becoming due, this will lead to exclusion from classes, or the School, until this matter is resolved.



Stage 2

If any subsequent payments, which have been agreed under an agreed payment plan, are more than two weeks late, you will be excluded from classes until the outstanding balance is paid.

Stage 3

After four weeks of non-payment for, you will be excluded from the School entirely.

BA Acting

For our BA Acting program, we follow the [payment policy of Queen Margaret University \(QMU\)](#), as the validating university for this degree.

Within 21 days of the payment due date, all students must either pay their tuition fees in full, or have arranged with the Finance Office to pay by instalments.

Late Payments:

Unless you have chosen to pay by instalments, if your tuition fee remains unpaid 21 days after it is due, you may become liable to pay interest at 2.5% above the UK clearing bank base rate per annum on the full amount. Interest will run from the due date until the outstanding fees are eventually paid.

Difficulties in Making a Payment:

If you are experiencing difficulty in paying all or part of your tuition fees, you must contact the Operations Officer at office@collectiveactingstudio.co.uk as soon as possible. They will help you to draw up a payment schedule, to which you will be required to adhere until your fees are paid in full.



Requirement to Leave the University:

Unless you have agreed a payment schedule with the Operations Officer, if tuition fees are still outstanding 8 weeks after the end of the 21-days, you may be asked to leave the school. Collective will put your debt into the hands of a debt collector.

Reinstatement on Payment of Full Tuition Fees:

On payment in full of outstanding tuition fees before the end of the academic year in question, the Studio may permit your reinstatement on your program of study. However, if you are behind with your studies, you may have to repeat parts of the program, thereby incurring further fees.

Progression:

You will not be permitted to progress to the next year of your course if you have any debts due to the Studio from previous years.

Degree Ceremony:

The Studio may refuse to allow you to attend a degree ceremony if tuition fees are outstanding.

