

Application Guidelines and Terms and Conditions 2009

If you require the application form in large print, please contact the CPD department (Email: cpd@rad.org.au Tel: (02) 9380 1906 or (02) 9380 1905).

Complete all sections as requested. Insert N/A if the section is not appropriate to your application.

1. Unit/Module You Wish to Apply For

The Royal Academy of Dance offers a number of units or modules of study. Please read the accompanying leaflet carefully, or refer to www.rad.org.au or www.radeducation.org.uk/cpd for further details on content and mode of delivery. The information in this and other printed or electronic material is correct at the time of print or online publication.

2. Your Contact Details

The information you provide here will be used in all communications. Please ensure that you provide accurate information, so that we can contact you easily and quickly. If your details change, please keep us updated using the contact details above. You **MUST** provide a personal email address for all Distance Learning Modules (for example Frameworks and Perspectives) as this will be the primary method of communication. Email accounts of family and friends should not be used.

3. Additional Needs or Support

It is essential for us to know in advance the nature of any additional need you have so that we may advise what facilities and arrangements may be available. If you have a disability, special need or medical condition which may affect your ability to study the unit/module for which you are applying, please let us know:

- The nature of your disability or medical condition and any implications this may have on your studies;
- If your situation requires support in your studies;
- Any individual arrangements you may require or that you have found helpful in the past.

The Royal Academy of Dance will make clear those exceptional situations where the level of support necessary in individual cases cannot be met.

4. Payment Details

- Please also refer to the attached 'How to Pay' leaflet.
- Please provide your credit card details. If you are not paying by credit card, please send a cheque made payable to the Royal Academy of Dance with your membership number and the name of the unit or module you are applying for. The card will be debited or the cheque cashed on receipt of your application. Written confirmation will be sent 10 days after the closing date. To qualify for the Membership discount, your membership must be current. A payment-by-installment scheme is offered on units or modules costing \$1,000 and above.

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4a Withdrawal or Sickness

Fees are not normally refundable.

However, if you withdraw after the closing date, but before the unit or module starts you will incur a 50% administration charge. If you withdraw after the unit or module starts, you will not be entitled to any refund. In all cases, the unit or module starts on receipt of the unit or module study guide.

Units:

If, due to sickness, you are unable to attend or complete important elements of the unit, such as a Practical Workshop, which will prevent you from successfully completing the unit then you are entitled to a 50% refund. Non-attendance on the element will automatically result in the cessation of all further tutoring or tutor support.

Modules:

If ill health or sickness prevents you from completing sufficient work, and you have taken advantage of the payment-by-installment scheme, your liability for any further fees will depend on the date that notice of your illness is given. Please contact the CPD Co-ordinator for further advice about this.

In all cases, medical evidence must be submitted to the CPD Co-ordinator at the time of notice of sickness in order to qualify for the refund.

5. Education and Academic/Dance/Dance Teaching Qualifications

List any University level study you have undertaken or Higher Education qualifications you have achieved. You can also list those qualifications you are working towards, or for which you have taken examinations, but do not know the results. Please also indicate the highest RAD grade or vocational grade you have achieved. If you require more space, please photocopy page 2 and continue on the photocopied sheet.

6. Professional Experience

Please provide details of any work that you have completed or are currently involved with, especially in relation to dancing or teaching.

7. Returning your Application Form

Applications should be returned to cpd@rad.org.au or CPD, Faculty of Education, Royal Academy of Dance, 20 Farrell Avenue, Darlinghurst NSW 2010.

8. Conditions of Entry

Offers of places may be made subject to fulfilment of certain conditions. In order to ensure that your application is considered for entry to units/modules in 2009, please observe the following application deadlines:

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Unit/Module	Closing date for applications
Knowledge in Practice:	
• RAD Advanced Foundation	27 January
• RAD Grade 1 & 2	9 February
• RAD Grade 4	9 February
• RAD Grade 6	9 February
• RAD Grade 3	20 February
• RAD Grade 5	27 February
• RAD Advanced 1	9 March
• Male Work RAD Inter Foundation – Inter	9 March
• RAD Intermediate Foundation	12 March
• Male Work RAD Grade 6 – 7	16 March
• RAD Grade 7	18 March
• Male Work RAD Advanced Foundation	20 March
• RAD Advanced 2	3 April
• RAD Intermediate	17 April
• RAD Grade 8	8 May
• Male Work RAD Grade 8	17 April
• Male Work RAD Advanced 1	26 June
• Male Work RAD Advanced 2	24 July
Frameworks and Perspectives	12 December 2008
Practical Teaching Supervisor: Principles and Practice	12 December 2008
Introduction to Mentoring	12 December 2008
Accreditation of Prior Learning/Experiential Learning	No closing date
Intensive Teaching Tutorial	No closing date

9. Cancellation or Changes to a Unit or Module

Units or modules may be cancelled by the Royal Academy of Dance if it fails to attract sufficient numbers of applicants. You will be informed within 10 days of the closing date. Full refunds will be given in these circumstances.

The Academy reserves the right to alter the content of elements of the unit or module and Tutor without prior notice.

10. Changes to the Application Guidelines

The Royal Academy of Dance reserves the right to change the Application Guidelines and Terms and Conditions without prior notice.



HOW TO PAY

1. FEES

Fees for units and modules on the pilot are listed in the attached brochure. However, some exceptions apply:

INTENSIVE TEACHING TUTORIAL

The fees include all Face to Face and Distance Learning Expert Tutor Support. However, in addition to this fee, the costs of local travel undertaken by the Expert Tutor to the applicant's place of work are borne by the applicant.

PRACTICAL TEACHING SUPERVISOR: PRINCIPLES AND PRACTICE

The fees are offset against payment for Practical Teaching Supervisors currently contracted by the RAD for practical teaching visits. However, the RAD will still make payment for distance tutoring.

INTRODUCTION TO MENTORING

The fees are offset against payment for Mentors currently contracted by the RAD.

2. METHODS OF PAYMENT

You may choose one of the following methods:

By Cheque

You may pay your fees by cheque made payable to "**Royal Academy of Dance**". Please print your **name**, and your **membership number** and **unit / module name** on the back of the cheque.

By Cash

Cash payments can **only** be made in person at the RAD, Finance Department. Please see below for contact details and office opening hours.

By Credit Card

You may pay your fees by credit card – Visa / MasterCard / Bank Card.

3. INSTALMENT PLAN

Units or modules priced \$1000 and above qualify for a 'payment-by-instalment' scheme. Please contact the Financial Controller (02) 9380 1909 (direct) to discuss a suitable plan.

Finance Department

Address: Finance Department, Royal Academy of Dance, DARLINGHURST
NSW 2010

Contact details: Telephone (02) 9380 1909 or (02) 9380 1912 Facsimile (02)
9360 6677 Email finance@rad.org.au

Office Hours: Monday – Friday 8.30am – 5.00pm