

## B. Matriculation, Enrolment, Fees, and Graduation

### 1 Introduction

- 1.1 This section outlines the rules and regulations relating to matriculation, enrolment, fees, and graduation.
- 1.2 Different sections are relevant to different types of students at RCS. The diagram below outlines the differences and indicates the sections which are relevant to which type of student. Key to this is that we use the term 'enrolment' for pre-HE students and Continuing Education students and the term 'matriculation' for Higher Education programme students (undergraduate and postgraduate). We use different terms to help you identify what elements of this handbook relate directly to you.

Pre-Higher Education	Higher Education New student (Undergraduate & Postgraduate)	Higher Education Progressing to subsequent years student (Undergraduate & Postgraduate)	Continuing Education Student
Enrolment	Matriculation	Matriculation	Enrolment
Paragraph 2	Paragraph 3	Paragraph 3	Paragraph 4

- 1.3 Full enrolment/ matriculation is required for you to get your identity card (ID), referred to as an enrolment card for pre-HE students and a matriculation card for HE students. **You are required to carry this card with you at all times and show it as required.**

- 2 **PRE-HIGHER EDUCATION** for information regarding pre-higher education terms and conditions, rules and regulations please see: <https://www.rcs.ac.uk/about-short-courses/about-us/>  
[Short Courses Terms & Conditions | Royal Conservatoire of Scotland](#)

## HIGHER EDUCATION STUDENTS

### 3 Matriculation

Matriculation is the administrative act of confirming an individual's status as a matriculated student of the Conservatoire. **It is the act of registering your agreement that you are a student with the Royal Conservatoire of Scotland and will comply with the necessary regulations related to being a student at RCS.** To be fully matriculated you need to complete the process outlined below.

- 3.1 "Matriculated student" means any individual who is undertaking a programme of higher education leading to a named award which contains credits at SCQF Level 7 or above and who has completed the prescribed matriculation process.
- 3.2 Matriculation is required both at commencement and also continuation of a programme of study. Therefore, **as a student at RCS, you will need to matriculate at the beginning of each year of study.**

- 3.3 Confirmation of this process is held by AAS and included within your student record. Completion of matriculation/enrolment allows you to access RCS facilities such as the library, the Virtual Learning Environment (Moodle), and access to buildings.
- 3.4 Failure to complete online matriculation and hold a valid matriculation (Identity card) card means you are **not** formally a higher education student of the Conservatoire and cannot attend classes or access RCS facilities.
- 3.5 Every new and continuing student of the Conservatoire must matriculate and confirm payment of the fees appropriate to their programme of study in accordance with the published matriculation timetable. (A summary timetable of matriculation for Academic Year 2025-26 is provided below:

PGDE	30 July 2025	Matriculation forms to be emailed to all new incoming students to be completed.
MA Creative Arts Practice	6 August 2025	Matriculation to close at 9am. All forms to be submitted by this time.
MA Arts Leadership and Fundraising	<b>18 August 2025</b>	In person matriculation to take place.
All other <b>UG &amp; PG</b> programmes	25 August 2025	Matriculation forms to be emailed to all new incoming and returning students to be completed.
	8 September 2025	Matriculation to close at 9am for Student records rollover.
	10 September 2025	Matriculation to reopen.
	<b>22 September 2025</b>	In person matriculation to take place. All Matriculation forms to be completed by this date.

#### **New students**

- 3.6 Those individuals required to attend in person online for matriculation (i.e. new students) must do so at the designated time. Students who matriculate online only must return/complete documentation in accordance with published deadlines.

#### **Returning students**

- 3.7 Students who matriculate online only must return/complete documentation in accordance with published deadlines.
- 3.8 If an individual has not matriculated, they will not be permitted to attend classes or access any other facility of the Conservatoire.
- 3.9 The Conservatoire reserves the right to decline matriculation where an individual cannot provide evidence that they hold the appropriate immigration status to enable them to matriculate as a student.
- 3.10 Any student who is unable to produce the documentation required to matriculate or who has not paid their fees if self-funding or confirmed arrangements for the payment of fees if not paid directly must, nevertheless, complete online matriculation.

- 3.11 Failure to pay fees or confirm arrangements for the payment of fees or to produce the required documentation by the 1st day of term for a new academic session will normally result in a late matriculation fee of £25. Persistent failure to complete the matriculation process will result in the discontinuation of a student's programme of study.
- 3.12 **A student cannot complete matriculation if they are in financial debt to the Conservatoire:** Any individual who has any outstanding fees, library dues, additional programme costs (APC) or other debts to the Conservatoire at the time of matriculation **will not be** permitted to matriculate until those debts have been cleared (see 3.4 above).
- 3.13 A student will be given a status of “not registered” if they fall into the following categories:
- If they do not have evidence regarding payment of fees or have not paid fees if they are self-funding
  - If they have an outstanding PVG check if applicable.
  - If they have not provided evidence of educational certificates.

Failure to confirm arrangements for the payment of fees or to produce the required documentation by the programme relevant first day of the new academic session (first day of term 1) will result in a student's card being deactivated. Persistent failure to complete the matriculation process will result in the discontinuation of a student's programme of study.

- 3.14 Completion of the online matriculation declaration is you, the student, signing a contract with the Conservatoire. By **completing the online declaration**, a student undertakes to abide by the Conservatoire **Regulations, Codes of Procedure and General Rules** and programme specific regulations as a core part of that contract.

## 4. CONTINUING EDUCATION STUDENTS

### Enrolment

- 4.1 Every student of the Royal Conservatoire of Scotland undertaking a Continuing Education programme must enrol on the designated day at the start of each academic session.
- 4.2 Students who enrol late are liable to pay a late fee of £25. No person shall be deemed to be an enrolled student who has not returned a completed and signed enrolment form, paid the fees due in accordance with the Fee Regulations and received an enrolment card. In signing the enrolment form, the student undertakes to abide by the Conservatoire Regulations, Codes of Procedure and General Rules.
- 4.3 The enrolment card will be withheld if the student has any fees, library dues or other debts outstanding to the Royal Conservatoire of Scotland at the time of enrolment.
- 4.4 Facilities available to enrolled students are limited to those detailed in section E.

## 5. Temporarily Withdrawn Students

- 5.1 Those students who temporarily withdraw or are withdrawn from a programme of study (also known as suspended) who are in good standing and with the permission of the Director of School/Directorate, must confirm in writing their intention to re-commence

their studies. All suspended students will be contacted prior to the end of the academic year in which they have suspended their studies to confirm if it is their intention to return to their studies.

- 5.2 Students who are unable to meet the requirements of the programme may be required to suspend their studies. These students must confirm in writing their intention to re-commence their studies. All suspended students will be contacted prior to the end of the academic year in which they have suspended their studies.
- 5.3 If a student's suspension has been approved on the basis of medical evidence then, prior to re-commencement of their programme, the student will be required to submit a medical report to the Head of AAS (or nominated equivalent) which confirms that they are medically fit to resume their programme. Additionally, a student will be required to re-audition/interview prior to re-commencement of their programme in order that an assessment of their skills and needs might be made.
- 5.4 If a student's suspension has been approved on other grounds then, prior to re-commencement of their programme, the student will be required to re-audition/interview prior to re-commencement of their programme in order that an assessment of their skills and needs might be made. The deadline for all students who have been on suspension to complete the return process is mid-August prior to the start of the academic year. This will allow the students to matriculate as scheduled.
- 5.5 Students who have not completed examinations and who are either eligible or permitted to sit outstanding degree examinations must confirm to the Director of the appropriate School/Directorate their intention to do so not less than six weeks before their examination date.
- 5.6 The maximum period allowed for the completion of a programme of study shall normally be the normal duration of the programme of study plus two years.

### **International Students**

- 5.7 Any International 'Student route' student who withdraws from or suspends their studies will be reported to UK Visas and Immigration (UKVI) as having ceased their studies. This is a legal requirement the Conservatoire must follow.
- 5.8 This will be done within ten working days of the decision being formally noted and as a result the Conservatoire's sponsorship of the student will end.
- 5.9 The student will be issued with a curtailment notice by the Home Office which will state the date by which they need to leave the UK (usually sixty days from the reported date of their suspension of studies).

## **6 Fees**

- 6.1 The annual fee for **Undergraduate and Postgraduate Programmes** comprises:
  - i a matriculation fee (NB: Students who matriculate late are liable to pay a late fee of £25):
  - ii tuition fee:
  - iii the fee for one entry to the examinations appropriate to the programme of study.

6.2 All tuition fees per year are subject to an annual increase. The annual fees stated below are payable for the Academic Session 2025/26 for new students, and students who began their current programme in academic year 2024/25:

	Scottish		RUK		Overseas (incl. EU)	
	Full time	Part time	Full time	Part time	Full time	Part time
All Undergraduate programmes (except BA Modern Ballet)	£1,820	--	£9,535	--	£28,919	--
BA Modern Ballet	£1,820	--	£9,535	--	£27,968	--
Professional Graduate Diploma in Education (Music)	£1,820	--	£9,535	--	£28,919	--
MMus (Performance, Composition, Conducting)	£13,308	£6,654	£13,308	£6,654	£28,401	--
MA (Performance, Composition, Conducting, HIPP)	£18,483	--	£18,483	--	£36,283	--
MMus (Vocal Performance)	£14,428	£7,214	£14,428	£7,214	£29,738	--
MA (Vocal Performance)	£19,995	--	£19,995	--	£38,217	--
Artist Diploma	£7,320	--	£7,320	--	£14,471	--
Advanced PG Diploma (Vocal Performance and Opera)	£14,428	--	£14,428	--	£29,738	--
Advanced PG Diploma (Performance)	£13,194	--	£13,194	--	£28,919	--
MA Musical Theatre (Directing)	£20,085	--	£20,085	--	£28,991	--
PGD in Musical Theatre Directing	£11,496	--	£11,496	--	£18,208	--
MA CCT Acting/Directing (1 year)	£18,289	--	£18,289	--	£28,991	--
MFA CCT Acting/Directing (16 months)	£24,385	--	£24,385	--	£38,658	--
MFA CCT Acting/Directing (4 months)	£6,095	--	£6,095	--	£9,667	--
MA Production Design/Management (1year)	£18,289	--	£18,289	--	£28,991	--
MFA Production Design/Management (16 months)	£24,385	--	£24,385	--	£38,658	--
MA Creative Arts Practice	£14,700	£7,350	£14,700	£7,350	£14,700	£7,350
MA Arts Leadership & Fundraising	£14,700	£7,350	£14,700	£7,350	£14,700	£7,350
MEd Learning & Teaching in the Performing Arts	--	£5,569	--	£5,569	--	£5,569
PG Certificate in Learning & Teaching in the Arts	--	£2,782	--	£2,782	--	£2,782
Research (PHD/MPhil)	£9,680	£4,842	£9,680	£4,842	£22,528	£11,266
Research (Doctor of Performing Arts)	£9,965	£4,982	£9,965	£4,982	£23,191	£11,597
MA Psychology in the Arts (Music)	--	£8,077	--	£8,077	--	£8,077
Continuing Education	--	£2,095	--	£2,095	--	£3,344

N.B. Because of a long-standing agreement between the UK and Republic of Ireland, new students from the Republic of Ireland will be eligible to pay the rest of UK (RUK) fee.

6.3 The Scottish Government advises publicly funded educational institutions in Scotland to determine 'home' fees eligibility using **The Education (Fees) (Scotland) Regulations 2011, as amended** (the fees regulations'). The Scottish Government

published amending fees and Student Support regulations **The Education (Fees and Student Support) (EU Exit) (Scotland) (Amendment) Regulations 2021** in January 2021. These amendments will affect eligibility for students who commence a course from on or after 1 August 2021. Under some (but not all) categories, students who are not eligible for a 'home' fee may instead qualify for this 'RUK' fee and institutions agree with the Scottish Government to cap this fee at a middle rate. A top-rate 'overseas' fee is charged for all other students.

- 6.4 Fee status as a student (Home, RUK or International) is determined by the **Assistant Registrar (Recruitment and Admissions)** in line with Scottish Government requirements. Appeals are dealt with by the **Deputy Registrar**.
- 6.5 All fees are payable in full on enrolment (continuing students) or matriculation (degree award programmes) unless otherwise agreed in terms of these regulations.

**Deadlines for paying fees (International/ RUK students/ Self-funded PG)**

- 6.6 Students assessed to self-pay tuition fees are required to pay their tuition fees, in full, prior to or by the first day of first term each academic year. In exceptional cases however, the RCS may enable students to pay for their tuition in 3 equal instalments (4 instalments if a student is on a 12-month programme). Instalments must be paid prior to each term's commencement of tuition.

Instalment 1	By 1 <sup>st</sup> teaching day of term 1	Most UG/PG programmes:	29 September 2025
		PGDE MA Creative Arts Practice MA Arts Leadership and Fundraising	18 August 2025
Instalment 2	By 1 <sup>st</sup> teaching day of term 2	Most UG/PG programmes:	5 January 2026
		PGDE MA Creative Arts Practice MA Arts Leadership and Fundraising	5 January 2026
Instalment 3	By 1 <sup>st</sup> teaching day of term 3	Most UG/PG programmes:	13 April 2026
		PGDE MA Creative Arts Practice MA Arts Leadership and Fundraising	13 April 2026
Instalment 4	By 1 <sup>st</sup> teaching day of term 4	Most UG/PG programmes:	29 June 2026
		PGDE MA Creative Arts Practice MA Arts Leadership and Fundraising	n/a 29 June 2026 29 June 2026

- 6.6.1 Students who cannot pay for their tuition upfront or in 3/4 instalments must agree a payment plan with the Finance Department prior to the commencement of tuition each year. Instalment payment plans are offered at the discretion Finance Department.
- 6.6.2 All payment plans must be cleared by the end of each academic year otherwise the student will not be allowed to progress into the next year of study or, in the case of final year students will not be permitted to graduate or attend the graduation ceremony.
- 6.6.3 Students with outstanding debt cannot matriculate. Students in their final year of a named award must ensure their payment plan is cleared by the date they register to graduate. Where a student fails to do this, they will not be permitted to graduate.

- 6.6.4 It is the responsibility of the student to ensure that all instalment payments are made by the agreed dates.
- 6.7 Failure by a student to comply with the terms of an agreement in respect of the payment of tuition fees will normally result in the discontinuation of that student's programme of study. Students will be so notified by the Head of AAS or their nominated equivalent.
- 6.8 In the event of continued non-payment of tuition fees the student's account will be passed to an external debt collection agency. This may ultimately affect personal credit rating. The individual may also be obliged to cover any costs incurred in collecting the debt.
- 6.9 All tuition fees are subject to annual review.

**Discretionary Part Refunds (only for self-funded students)**

- 6.10 Self-funded students who withdraw from the Conservatoire during the Session may apply to the **Head of AAS** or their nominated equivalent for a partial refund of tuition fees paid. The maximum amounts which may be refunded are:
- I. for a withdrawal within 28 days of the start of the Session, 90% of the fee;
  - II. for a withdrawal after 28 days of the start of the Session, but at or before the end of the first term, two thirds of the fee;
  - III. for a withdrawal after the end of the first term but on or before the end of the second term, one third of the fee;
  - IV. for a withdrawal after the second term no refund

For 45 Week programmes;

- I. for a withdrawal within 28 days of the start of the Session, 90% of the fee;
  - II. for a withdrawal after 28 days of the start of the Session, but at or before the end of the first term, three quarters of the fee
  - III. for a withdrawal after the end of the first term but on or before the end of the second term, half of the fee;
  - IV. for a withdrawal after the end of the second term but on or before the end of the third term, one quarter of the fee;
  - V. for a withdrawal after the third term, no refund.
- 6.11 Non-graduating students may be admitted to take such modules as may be agreed by the Director of the School/Directorate concerned on payment of the appropriate fee but are not eligible for any qualification of the Royal Conservatoire of Scotland.
- 6.12 The annual fee includes payment for one entry for the examination appropriate to the programme. Resits due to academic failure where there has been a demonstrable attempt, which can be assessed, and which meets the required word count and any other stipulations, will not incur a fee. Resits due to non-submission or non-attendance will be subject to a fee of £125 per component per resit within a module. Resits due to cheating or plagiarism shall also be subject to a fee of £125 per component per resit within a module.
- 6.13 Work submitted late will not be accepted, will be recorded as a failure due to non-submission and will be subject to a fee of £125 per component per resit within a module.

### **Tuition fees for students on suspension**

- 6.14 Students granted a suspension on medical or other grounds are due to pay tuition fees from the start of the Academic year up to the date of suspension. Fees owed will not be actively pursued during the period of suspension.
- 6.15 When a student returns to their studies, fees will then be chargeable from the return date to the end of that Academic year.
- 6.16 If a student has not returned to their studies within 12 months of the date of suspension, the finance department will request an update from **Academic Administration and Support (AAS)**. A decision will then be made as to when it is appropriate to pursue payment of fees owed. The withdrawal terms under section 5 will apply to students who do not return to their studies.
- 6.17 Students in arrears are not allowed to continue from one year to another of their studies unless all arrears of fees due to the Conservatoire have been paid. This may also mean that outcomes from Board of Examiners or Progress Committees are withheld until arrears of fees have been met.
- 6.18 **No person can graduate if in debt to the Conservatoire. This means they cannot receive any degree or other qualification conferred by the Royal Conservatoire of Scotland unless all arrears of fees and any other sums due to the Conservatoire have been paid.**
- 6.18.1 This means that such students will be excluded from attendance at Graduation until arrears of fees or any other sums due to the Conservatoire have been paid by the stipulated date.
- 6.18.2 This also applies to arrears associated with programme associated costs (APC).
- 6.18.3 This also applies to any instrument or archival material on loan from the RCS Archives.
- 6.19 The fee for registration of submission of an application is non-refundable and will be as per current UCAS Conservatoires requirements.

## **7. Graduation**

- 7.1 Only the awards of degrees and professional graduate and postgraduate diplomas and postgraduate certificates shall be conferred at Graduation.
- 7.2 For all programmes that follow the 31-week structure (and finish before the end of term three), Graduation will be held on the first Thursday in July. (This includes all undergraduate programmes; two-year full-time SoM Masters; Professional Graduate Diploma in Education and Master of Fine Arts).
- 7.3 For the 45-week postgraduate degree programmes that follow the 45-week structure (having four terms), Graduation will be held on the final Thursday in October. (This includes one-year Masters and part-time Masters programmes. This ceremony will also include those Graduands (students who are to graduate) who have successfully completed an undergraduate or postgraduate diploma or certificate programme after the Resit Diet.

- 7.4 Graduands are normally expected to attend the first Graduation after the successful completion of their programme.
- 7.5 Graduands unable or not wishing to attend the first Graduation after the completion of their programme are required to request in writing that the degree be conferred *in absentia* or that it be conferred at the next ceremony. Graduands will be asked to confirm this as part of the registration process for their scheduled ceremony.
- 7.6 Graduands will not normally be permitted to defer graduation beyond that next ceremony. Certificates shall bear the date of the ceremony that the Graduand would normally have been expected to attend.
- 7.7 Reminder: no one can graduate if they have outstanding debts such as arrears of fees and any other sums due to the Conservatoire. This means that such students will not be issued with their certificate and will be excluded from attendance at Graduation until arrears of fees to the Conservatoire have been paid.
- 7.8 No student may appeal in respect of any assessment or examination for a degree or other award for which he or she has graduated.
- 7.9 No student who is pending the outcome of a gross misconduct disciplinary investigation may graduate until the disciplinary process is concluded and the panel hearing has finalised its outcome/s.
- 7.10 No student who has an appeal pending may graduate.
- 7.11 International Student route visa holders who successfully complete their course and meet the Home Office eligibility criteria for the Graduate route visa will be reported in line with Home Regulations. Students will receive confirmation of this report via their RCS email address.
- 7.12 There is no fee to graduate and attend the Graduation Ceremony. However, there is a fee to hire a gown which is compulsory. A fee of approximately £50 is payable to an external gown supplier and you will be advised of how to do this as part of the graduation registration process.