

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

All students who are in receipt of US Financial Aid whilst studying at the Royal College of Music are required to make satisfactory progress on their course of study. Students register at the beginning of each academic year and undertake to abide by College's General Regulations for Students and to be bound by the programme requirements as defined in the Course Handbook for each programme.

The US Department of Education requires the RCM to check the student's progress at intervals, and to ensure that they are meeting both the Quantitative and Qualitative requirements below.

### Quantitative Requirements

Students may not receive aid once they have taken more than 150% of the normal duration of the programme to complete their studies. Students are expected to be in attendance at the RCM and to progress through their programmes at a pace which ensures that they will graduate within the maximum timeframe allowable, for example six years for a four-year full-time undergraduate programme or three years for a two-year full-time Masters programme.

Periods of interruption will not count towards this calculation. If a student has attended part of the programme below full-time, then this calculation will be based on the Full Time Equivalent of their studies. For example two years at 50% will count as one year full-time study.

### Qualitative Requirements

All students are expected to maintain satisfactory progression through their course of study at a standard required by the RCM Board of Examiners or, in the case of doctoral students, the RCM Research Degrees Committee.

If students achieve the required standard they will be placed in good standing for financial aid. However, if their marks or progress do not meet the required standard at the next attempt, students will be suspended for the purpose of financial aid. If students fail at the next attempt and do not proceed with the course of study then Financial Aid will be suspended.

The first disbursement for the second and subsequent years will be made where the relevant approval has been given for continuation on the programme, providing students have not exceeded 150% of the normal duration of the programme.

No progress confirmation is required for the very first disbursement for a student's programme of study.

### Other Requirements

Where students have not been given permission to progress, a 'Financial Aid Warning' will be issued and the Financial Aid suspended.

If the RCM cannot satisfy itself that the student is attending at least 50%, or time put into the research is felt by the RCM not to be equal to 50% or above, Financial Aid will be suspended. Once the student meets the requirements for progression on the course of study he or she will be placed in good standing for financial aid.

If a student transfers from another institution, then prior study at the previous institution which is to count towards the student's final degree will be used to calculate a student's 'pace' of completion (see 'Quantitative Requirements' above).

Students repeating a year or part of a year will need to pass at the next available opportunity in order to regain eligibility for Financial Aid.

Students will be informed by email if they are given a 'Warning' or if Financial Aid is probated or suspended. Students may appeal for extenuating or unforeseen circumstance. Verification will be required.

## Financial Aid Warning

Students that fail to make Satisfactory Academic Progress will firstly be issued with a 'Financial Aid Warning'. This warning will last for one payment period, ie until the next disbursement, during which time a student can still receive Financial Aid. Students that fail to regain Satisfactory Academic Progress by the next disbursement will no longer be eligible for Aid, unless they are successful in an appeal (see below).

## Appeal Procedure

To appeal the financial aid suspension, a student must, within 14 calendar days of notification, submit to the Academic Registrar a signed and dated letter of appeal explaining why he or she should not have Financial Aid suspended. A student may appeal due to an emergency condition, for example health, family, catastrophe, etc., and state what has changed in their situation that will allow them to meet Satisfactory Progress at the next evaluation date. Documentation verifying the situation may be requested.

The Academic Registrar, in consultation with the Deputy Director will consider the appeal and render a decision, which will be conveyed in writing by the Academic Registrar to the student within two weeks of the student's appeal.

Appeals may be sent to:

**Elly Taylor (Academic Registrar)**

Royal College of Music  
Prince Consort Road  
London SW7 2BS  
United Kingdom

All decisions made are final.

## Financial Aid Probation

If a student's appeal against suspension is successful then the student's good standing will be placed on probation for the payment period.

A student that has their Financial Aid suspended but continues the course under their own means and subsequently meets Satisfactory Academic Progress standards will be entitled to regain a probationary status and apply for, or receive loans.