

# RCA

## Accepting Your Offer

Academic Year 2024/25



# CONTENTS

3	<a href="#"><u>Congratulations</u></a>
4	<a href="#"><u>Checklist</u></a>
5	<a href="#"><u>Accepting your offer</u></a>
6	<a href="#"><u>Paying your deposit</u></a>
8	<a href="#"><u>Uploading your acceptance documents</u></a>
9	<a href="#"><u>Completing key forms</u></a>
10	<a href="#"><u>Students with disabilities</u></a>
11	<a href="#"><u>Financial support</u></a>
12	<a href="#"><u>Funding and scholarships</u></a>
13	<a href="#"><u>Paying your fees</u></a>
14	<a href="#"><u>Get ready</u></a>



# CONGRATULATIONS



Photo: Richard Haughton

We are delighted to be able to offer you a place at the Royal College of Art for Academic Year 2024/25. Every year the RCA attracts many thousands of applications for postgraduate study, so your offer is a testament to the quality of your submission - well done!

Studying at the RCA is the starting point for the world's creative leaders. With more than 20,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in.

We have over 2,500 students spread across four schools, four research centres and two Directorates – Architecture, Arts & Humanities, Communication and Design - studying at Graduate Diploma, MA, MPhil, MRes and PhD level. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.

We're looking forward to welcoming you to our vibrant and inspiring community and in this document, we'll be guiding you through the process of accepting your offer before you join us at the Royal College of Art for Academic Year 24/25.

# CHECKLIST

The process of accepting your offer and getting started at the College is simple and we'll be guiding you through the process and making sure you have all of the support that you need.

Below you will find a helpful checklist overview of your next steps and in the following pages, detailed instructions on each action. It's important that you work through these steps as soon as possible so we can get everything organised and ready for you to join us in 2024.

## Essential steps and deadlines

<input type="checkbox"/>	Accept your offer within 5 weeks of receiving your offer
<input type="checkbox"/>	Pay your deposit to reserve your place within 5 weeks of receiving your offer
<input type="checkbox"/>	Upload your acceptance documents - as early as possible, but no later than one month prior to the start of your programme
<input type="checkbox"/>	Input your CAS information as soon as possible
<input type="checkbox"/>	Pay your fees 1 month prior to starting your course

## Getting ready to start your programme

<input type="checkbox"/>	Log in to Moodle and check out your pre-arrival course
<input type="checkbox"/>	Follow the college on social media
<input type="checkbox"/>	Join us on campus for welcome events
<input type="checkbox"/>	Stay up to date with the College at <a href="http://www.rca.ac.uk">www.rca.ac.uk</a>

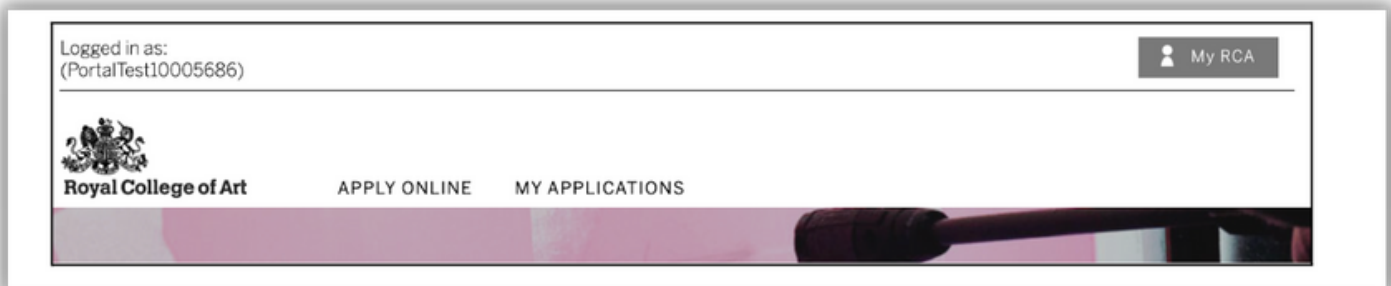
# ACCEPTING YOUR OFFER

You will have received your official offer letter by email from the RCA Admissions mailbox. It will be titled "Royal College of Art: Offer Notification – 2024 Entry". Please read the offer carefully before making your decision. If you haven't received it, please contact us at [international@rca.ac.uk](mailto:international@rca.ac.uk).

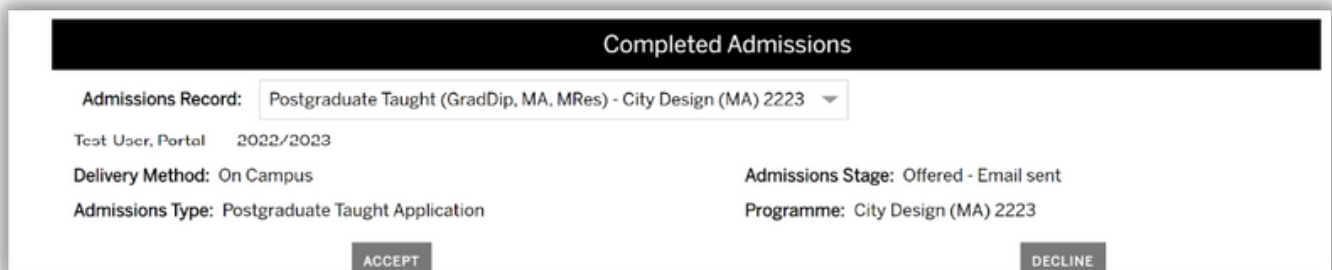
It's important that you respond to your offer as soon as possible so we can reserve your place. To get started, log into the portal using the username and password you set up when you made your application. You can access the portal [here](#).

You will be able to see your applications and their current status in the 'My Applications' section of the portal. This is where you can respond to your offer.

To do so, click on the arrow button to see a drop down list if you have more than one application, ensuring that the programme has the suffix '-2425' (eg Sculpture (MA) 2425).



To respond to your offer, please click on the relevant button, either Accept or Decline. You will receive an email confirming your choice.

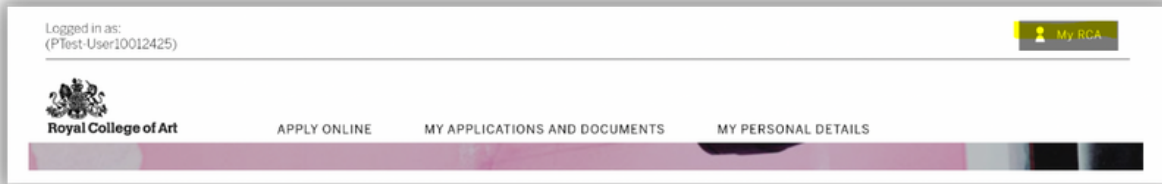


Once you have clicked Accept, you will be able to access the Applicant Checklist where you can upload supporting documents as well as the My RCA section where you can see your financial account and make your deposit payment.

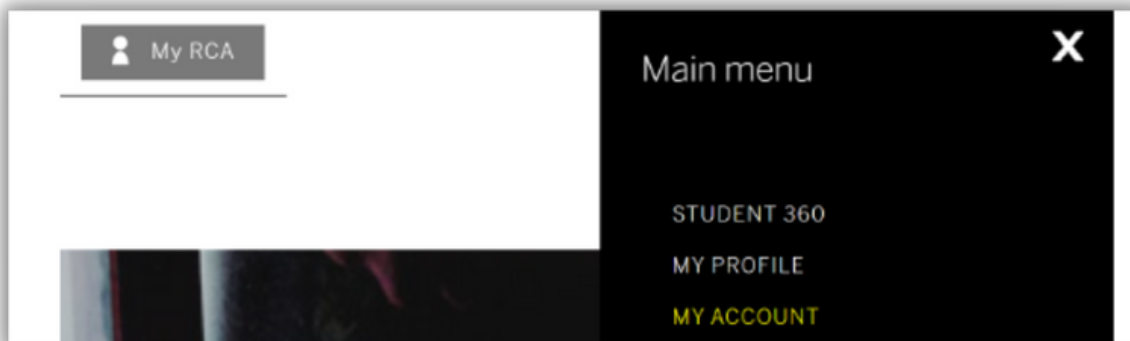
After accepting your offer, be sure to logout of the system and log back in. This refreshes the account so that you can fully access all sections.

# PAYING YOUR DEPOSIT

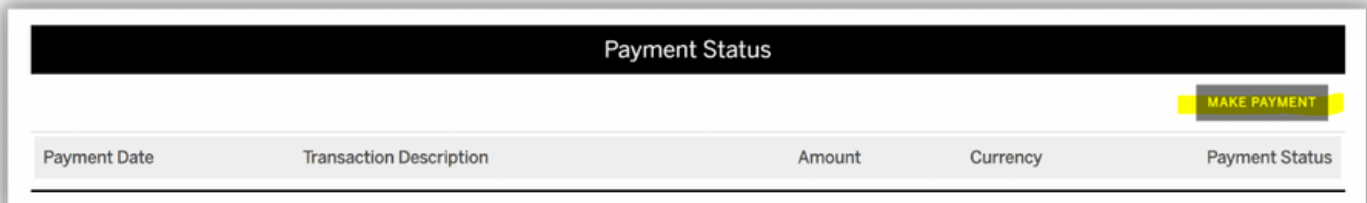
To get started on paying your deposit, click on the [My RCA button](#) at the top right hand side of the screen.



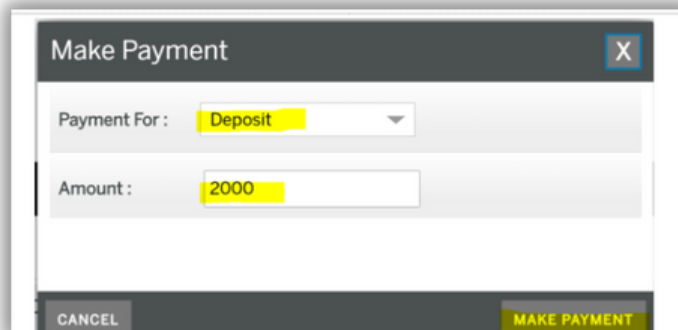
Then choose [My Account](#) from the menu.



In the section called [Payment Status](#), click on the [Make Payment](#) button:



In the '[Payment for](#)' section, choose [Deposit Payment](#) and then add the amount that is stated in your offer letter before clicking on the [Make Payment](#) button:



This will take you to the secure WorldPay site to make your payment. Once completed, you will see the payment details in the Payment Status section of your account.



# PAYING YOUR DEPOSIT - THIRD PARTY PAYMENTS



Photo: Richard Haughton

You are welcome to have someone pay your deposit on your behalf. It's important that you keep your login details private so be sure to follow the steps above except use [this link](#) to access WorldPay and follow the onscreen instructions to make the payment.

The person paying will need your key information so make sure they have to hand:

- Your name
- RCA Student / Applicant ID
- Programme

Once the payment is complete, they will be given a payment reference number and receive a receipt to their email address so please make sure this is entered correctly.

We are committed to ensuring that financial need is not a barrier to studying at the RCA, and any student unable to secure their place through a deposit can [apply for deposit exemption status](#)

# UPLOADING YOUR ACCEPTANCE DOCUMENTS

Once you have accepted your offer, you will need to provide some documents in advance of registration and, if applicable, your visa application. Not all document types are relevant to every student, so please check your offer letter to ensure you upload what is required.



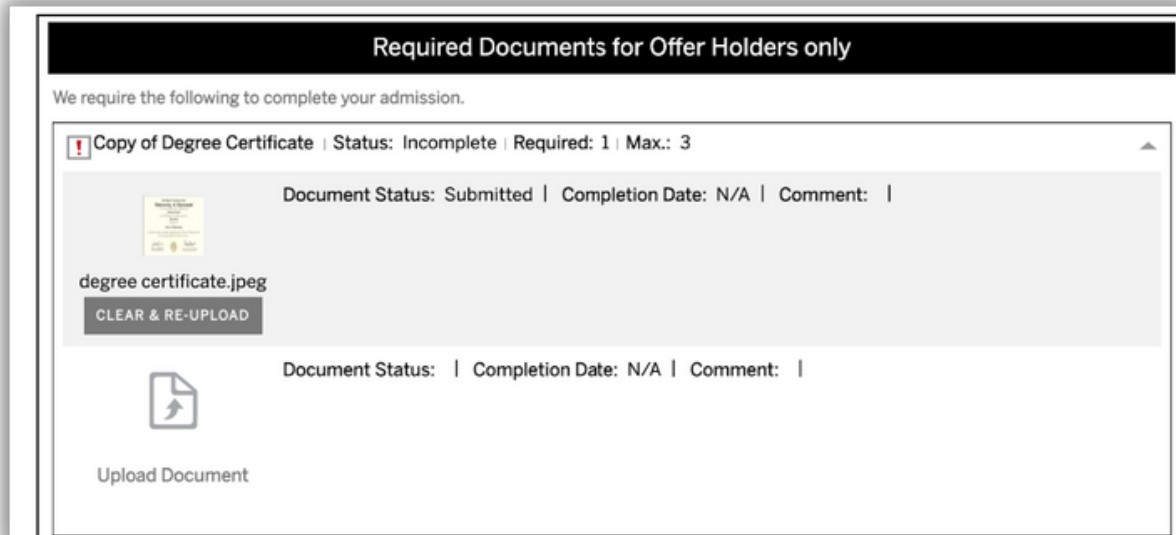
**Required Documents for Offer Holders only**

We require the following to complete your admission.

! Copy of Degree Certificate	Status: Incomplete	Required: 1	Max.: 3	▼
! Copy of English Language Certificate	Status: Incomplete	Required: 1	Max.: 3	▼
! CAS Checklist	Status: Incomplete	Required: 1	Max.: 1	▼
! Copy of Degree/College Transcript	Status: Incomplete	Required: 1	Max.: 3	▼
! Copy of Visa	Status: Incomplete	Required: 1	Max.: 2	▼
! Copy of Passport	Status: Incomplete	Required: 1	Max.: 3	▼



Before uploading your documents, please double check to make that any text is clear, legible and that the document contains all the relevant pages.

Click on the arrow to the right of the item to expand the relevant section then on the icon Upload Document and select the document you wish to upload. Once uploaded it looks like this:



**Required Documents for Offer Holders only**

We require the following to complete your admission.

! Copy of Degree Certificate   Status: Incomplete   Required: 1   Max.: 3				
Document Status: Submitted   Completion Date: N/A   Comment:				
				
degree certificate.jpeg				
<a href="#">CLEAR &amp; RE-UPLOAD</a>				
				
Document Status:   Completion Date: N/A   Comment:				
<a href="#">Upload Document</a>				

Please repeat this process for all relevant document types.



Here's a helpful overview of what documentation you need to upload depending on your individual circumstances.

	<b>Student Category (Fee Status)</b>	
<b>Document Type Required</b>	<b>Home</b>	<b>Overseas</b>
Copy of Passport	Essential	Essential
Copy of Visa/Right of Residence	Essential, unless UK national	Essential if currently in the UK
Copy of Degree Certificate (when completed)	Essential	Essential
Copy of English Language Certificate (when completed)	Essential, unless national of majority English-speaking country	Essential, unless national of majority English-speaking country
Copy of Degree Transcript (when completed)	Essential for MA/MSc IDE only	Essential for MA/MSc IDE only
CAS Checklist	n/a	Essential

We will review your documents over the coming months and mark them as 'Confirmed' once fully checked. If there are any issues with your documents, we will get in touch. For example, if the document is not clear and details cannot be read, you would be asked to upload a new copy.

Please contact [international@rca.ac.uk](mailto:international@rca.ac.uk) if you have any queries.

# COMPLETING KEY FORMS

Throughout this Offer Holder Pack and in your Offer Holder Letter, there are a number of key forms that the College will require you to complete.

Here's a summary of what you need to complete:

## (1) CAS number checklist

You can access the CAS number checklist on our Offer Holder Hub on our website by clicking [here](#) or download it directly by clicking [here](#). Once completed, please update your form and supporting documents to the [Admissions Portal](#).

## (2) Fees status questionnaire

You can access the the questionnaire on our Offer Holder Hub on our website by clicking [here](#) or download it directly by clicking [here](#). Please then email the completed form to [admissions@rca.ac.uk](mailto:admissions@rca.ac.uk).

## (3) Confirmation of previous qualifications

You can access the Confirmation of Previous qualifications form on our Offer Holder Hub on our website by clicking [here](#) or download it directly by clicking [here](#). You can find instructions on confirming your previous qualifications within the form.

# STUDENTS WITH DISABILITIES

The RCA is committed to celebrating diversity and supporting and helping all of our students to reach their full potential. Comprehensive support exists for students with disabilities, and we encourage disabled students who will be studying at the College to contact us at the earliest opportunity to discuss their requirements.

Our Disability Advisor and Dyslexia Team, part of the Student Support team, are here and available to assist with all aspects of your support requirements. This includes, but is not limited to, students with:

- Dyslexia, Dyspraxia, ADHD
- Mental Health concerns
- Autism Spectrum Disorder
- Long-term health conditions
- Sensory or mobility impairments

The Student Support Team will get in touch with all offer holders outlining how they can confidently disclose any support needs they may have that were not shared at the application stage.

Enrolled offer holders who have declared a disability will be contacted directly by the Student Support Team ahead of their arrival at the College for the Disability Team to proactively understand the day-to-day impact of their condition/s, and any concerns they may have, based on their medical evidence.

Enrolled offer holders will have the option to develop an Inclusion Plan in partnership with the Disability Advisor, setting out how the college will support them throughout their time with us.

Any disclosed information related to a disability is confidential, and we will not pass any information on to an offer-holders course unless given permission by the student.

The more time the Disability Team has to prepare, the quicker they will be able to put in place support. Late disclosure of a disability may limit the support we can offer if preparation is needed. As a small postgraduate institution, there are sometimes limits in the resourcing that we have available, which is why it's important to explore potential adjustments as early as practical.

We urge offer holders to disclose any disabilities or health conditions as soon as possible. If offer holders would like any further information, or would like a confidential chat with a member of the team, please email our Disability Advisor at [student-support@rca.ac.uk](mailto:student-support@rca.ac.uk). Phone and Zoom appointments are also available.

You can find more information here on support for students with disabilities by clicking [here](#),



# FINANCIAL SUPPORT



Photo: Richard Haughton

If you are partly or fully sponsored by an external body (other than the Student Loan Company) which agrees to pay your programme fees (including if you are in receipt of a Career Development Loan or a United Kingdom Research & Innovation award), then you must provide a valid sponsor letter on or before registration.

If you receive a sponsorship from a third party or a postgraduate or doctoral loan funding directly from the Student Loans Company you are responsible for making payments to the RCA directly together with any balance of fees not covered by such funding.

The College offers a number of scholarships to its students. To be considered for any scholarship, the applicant must apply before the deadline for the scholarship, published on the College's website, and meet any criteria outlined on the College's website; all College scholarships are competitive and funding cannot be guaranteed to any applicant, even if they meet or exceed all published criteria.

# FUNDING AND SCHOLARSHIPS



Photo: Richard Haughton

RCA is delighted to offer a range of scholarships and bursaries for 2024/25 intake. RCA is committed to celebrating diversity, eliminating discrimination and promoting equality of opportunity to all.

RCA scholarships are intended to widen access within the College by providing opportunities for applicants from circumstances and backgrounds who would otherwise face significant difficulties in studying at RCA. In particular we are seeking applications from offer-holders who have experienced, and continue to experience social and economic hardship.

You can find details about our scholarships and bursaries on our website by clicking [here](#).

## **Applying for a scholarship or bursary**

The Scholarships Team will contact offer-holders when applications for scholarships and bursaries open, with instructions on how to apply for any financial awards.

You only need to apply once and our Scholarships and Funding Team will assess your application against all the available options. You can find detailed guidance on the application process on our Offer Holder Hub. You can access the hub by clicking [here](#).

Please note, we are unable to accept late applications so it's important that you get started as soon as possible should you wish to apply.

# PAYING YOUR FEES

Before you join us, you will receive an invoice identifying the fees for your programme. You can find details of your fees status in your offer letter.

In order to be enrolled at the College please pay 50% of your fees (100% for Graduate Diploma students), minus the deposit that you paid to secure your place. You can find payment instructions on your invoice and payment can be made via the secure payment service which you can access by clicking [here](#). Alternative payment methods, including bank transfer, are possible and you can find the details in your invoice.

If you have any queries about your invoice, please contact us via email at [accounts-receivable@rca.ac.uk](mailto:accounts-receivable@rca.ac.uk).

Please note, if your student status outlined on your invoice is incorrect, please email [admissions@rca.ac.uk](mailto:admissions@rca.ac.uk) and include 'Incorrect student status' alongside your programme name, your student ID and your surname in the subject line.

## **'Undetermined' Fees Status and/or Offer-Holders Appealing their Initial Fees Status**

An offer-holder's fees status would be listed as 'Undetermined' when we do not have enough information from their RCA application to enable us to make a confirmed fees status assessment.

If your fees status is listed as 'Undetermined', or you would like to appeal the fees status listed in your offer, it's important that you complete a 'Fees Status Questionnaire' within 5 weeks of the date of your offer to ensure that you are allocated the correct student fees status. You can complete the questionnaire by clicking [here](#).

Whilst we assess your fees status, you should still accept your offer, including making a £1,000 deposit payment, within 5 weeks of the date of your offer.

If you are assessed as a 'Home', 'EU-Low', 'ELQ' or 'Islands' (lower fees rate) student for fees purposes, no further action is required and we will confirm the decision to you in writing.

If you are assessed as an 'Overseas' or 'EU-High' (higher fees rate) student for fees purposes, we will confirm this in writing and you will have a further two weeks in which to decide if you would like to continue with your acceptance. If you decide to proceed, you will be required to pay an additional £1,000 deposit within two weeks to ensure you have paid the full £2,000 deposit amount in total.

If you no longer wish to accept your offer due to a higher fees rate assessment, please notify us by emailing [admissions@rca.ac.uk](mailto:admissions@rca.ac.uk) within 2 weeks of the confirmation of your fees status otherwise we will automatically refund any deposit payment you have made.



# GET READY

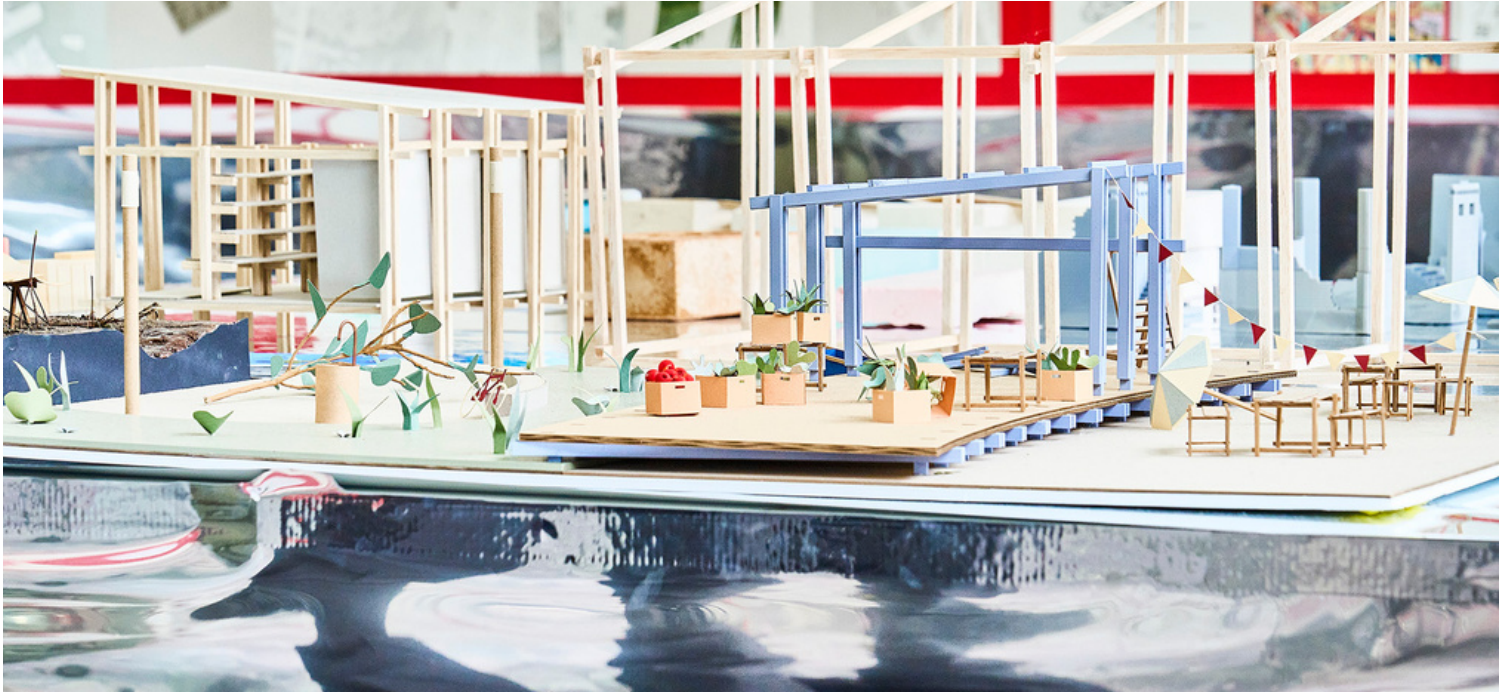


Photo: Richard Haughton

Once you have completed the required steps in this Offer Holder Pack and meeting the conditions in your Offer Holder Letter, it's time to get excited about joining the Royal College of Art.

To get your time at the College off to an amazing start, check out our RCA Orientation Course on Moodle by clicking [here](#). This will provide you all the information you will need to begin your studies at the RCA as well as give you access to college lectures and an overview of the services available for students.

Be sure to keep an eye on our website by clicking [here](#) as well as view some of exciting things going on at the College and beyond on our social media channels. You can follow the RCA on Instagram by clicking [here](#), on Twitter by clicking [here](#), on LinkedIn by clicking [here](#) and on Facebook by clicking [here](#).