

**Royal Academy of Dance
Faculty of Education**

Hardship and Bursary Funding Policy

1. Policy Statement

- 1.1. The Royal Academy of Dance is committed to providing support to students who wish to develop their skills and knowledge by initiating study or to continue with existing study.
- 1.2. The limited bursaries and hardship funds that the Royal Academy of Dance has available will allow targeted assistance to those most in need to ensure the widest participation of students to our programmes.

2. Definitions

- 2.1. This document is designed to serve as the overarching guidelines for the assessment and disbursement of funding to support students of the Faculty of Education at the Royal Academy of Dance.
- 2.2. A **Bursary** is to assist a student in financial difficulties specifically with their tuition fees.
- 2.3. **Hardship** funds are there to allow students to meet exceptional funding difficulties excluding assistance with tuition fees. Applicants or students who require support with costs of a professional disability assessment should contact the Student Support Officer in the first instance. Applicants should then use the Financial Assistance Application Form.
- 2.4. The following list of funds have specific allocation criteria:

| <i>Name</i> | <i>Programme Specified</i> |
|--|------------------------------|
| General Bursary Fund | General |
| Bursary Fund | CBTS |
| Bursary Fund | HE programmes |
| Violet Binnie Bequest (Bursary) | CBTS |
| Fiona Campbell Legacy (Bursary) | LRAD |
| Margot Fonteyn Bursary Fund | BABE |
| Dame Beryl Grey Fund (Bursary) | PDTD |
| Professor Kasza-Kasser Memorial Fund (Bursary) | General |
| Elaine Rae (Bursary) | PDTD |
| Iris Truscott Bursary | LRAD & BADE Access Module |
| Fiona Campbell Legacy | General Hardship |
| Christina Saas Hardship Fund | General Hardship |

All awards from RAD funds are for UK students as monies were raised in the UK.

3. Bursary Details

- 3.1. The assessment criteria for the following bursaries are stated on the relevant application form. All other applications for bursary or hardship support should be made by using the Financial Assistance Application Form. All forms can be found on the RAD website (see 5.1).
- 3.2. The CBTS bursary is open to students of Year 1 and Year 2 of the programme. The deadline for applications is 1 October each year.
- 3.3. The Elaine Rae bursary consists of financial support for one applicant of the Professional Dancers' Teaching Diploma (UK). The Faculty of Education will identify a suitable candidate and invite him/her to submit a personal statement. It is at the discretion of the Faculty of Education whether the bursary is offered in any given year.
- 3.4. The LRAD bursaries are funded from two sources: RAD funds and the Fiona Campbell legacy. There is one application form for the LRAD bursary. The Faculty of Education will ensure that applicants fulfil the requirements of each funding source. The deadline for applications is 28 February each year.
- 3.5. Students on the BA (Hons) Ballet Education, BA (Hons) Dance Education and the Postgraduate Certificate in Education: Dance Teaching with Qualified Teacher Status can apply for financial support from the HE bursary. The deadline for applications is 1 February each year.

4. Composition of the Hardship and Bursary Funding Committee


- 4.1. The policy and allocation of the funds are approved by the Finance and Resources Committee of the Faculty of Education.
- 4.2. All applications will be assessed by the Hardship and Bursary Funding Committee, a sub-committee of the Finance and Resources Committee, Faculty of Education.
- 4.3. The Hardship and Bursary Funding Committee comprises the following members:
 - 4.3.1. Designated Faculty of Education Senior Managers
 - 4.3.2. Registrar and/or
 - 4.3.3. Head of Business Management

5. Procedures

- 5.1. Application forms and guidelines may be downloaded from the RAD website: <https://www.rad.org.uk/study/higher-education/study-with-us/policy-procedures> They can also be requested from the Registrar.
- 5.2. You will be required to complete an application form and the following documents:
 - 5.2.1. Personal Statement – which specifies: Your career aims or aspirations and how the programme you are studying will fulfil these. The reason why financial support is required.
 - 5.2.2. For Hardship funding applications – Evidence of Financial Need: Three months bank statements for all your accounts; Evidence of current funding / income; Evidence of exceptional costs (if appropriate).
- 5.3. Completed forms including attachments (relevant photocopied documentation) must be returned to Registry.

Note: Incomplete applications will not be considered. The Application Form will be returned to you if you have not completed all relevant sections and have not attached photocopies of all the required documentation.
- 5.4. The Hardship and Bursary Funding committee will meet as demand requires. You can apply for hardship funding assistance at any point in the academic year.
- 5.5. All applications will be assessed by the Hardship and Bursary Funding Committee. You may be invited to interview regarding your application.
- 5.6. Provided the application has been accurately completed, and the appropriate documentary evidence supplied, an assessment and decision should be made within four working weeks of submission. You will be informed of the decision in writing.
- 5.7. If you wish to complain about any decision regarding the award you must do so within four weeks of notification. Complaints must be in writing. An independent senior member of staff will consider the complaint and advise students of the outcome in writing.
- 5.8. No personal information regarding applicants will be provided to anyone who is not directly involved in the assessment procedure without the applicant's written consent. Confidential statistics on the application for

funds will be compiled and maintained by the Registrar. The Faculty of Education will publish summaries of bursary awards and, with their consent, names of recipients.

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| Created | April 2008 |
| Reviewed by the Policy and Strategy Committee | 15 May 2019 |
| Ratified by the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance | 3 June 2019 |
| Signed on behalf of the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance by the Chair |  |
| Review Date | May 2020 |