

ROYAL ACADEMY OF DANCE

RAD Teachers' Hardship Fund Policy and Procedures

1. Scope of the Policy

- 1.1. The Royal Academy of Dance is committed to providing support to teachers who wish to renew their membership.
- 1.2. The Teacher's Hardship Fund ('the Fund') is a discretionary fund available to provide discounted membership fees to RAD teaching members (RAD Registered Teachers and Mutually Recognised Teachers) who are experiencing exceptional financial hardship.
- 1.3. This document is designed to serve as the overarching guidelines for the assessment of applications to, and subsequent allocation of the Fund.

2. Aims

- 2.1. The purposes of the Fund are to:
 - 2.1.1. Assist teachers financially to renew their membership with the Academy; alleviate financial hardship of RAD teaching members and enable them to continue their teaching career
 - 2.1.2. Reduce instances of teachers lapsing / cancelling their membership due to financial constraints
- 2.2. The Fund is administered by the Membership team.

3. Eligibility

- 3.1. Applicants must be able to prove that they are in financial hardship when applying to the Fund.
- 3.2. The Academy accepts the following reasons for applications:
 - critical illness, impacting on earning potential
 - bereavement which has impacted on earnings
 - financial crisis in their country of residence
 - unemployment
 - impact of COVID-19
 - other financial hardship
- 3.3. All applicants are required to have been an RAD Registered Teacher or Mutually Recognised Teacher normally for a minimum of 1 consecutive year and have paid, in full, their membership subscription for the previous membership year.
- 3.4. If you received the Hardship Fund in 2020, you are still eligible to apply in 2021 as long as you paid the remaining balance after being awarded the Hardship Fund reduction.
- 3.5. RAD teaching members worldwide can apply to the Fund.
- 3.6. The fund is not open to Licensees. Other categories, including RAD Teachers (inactive) and RAD Members Plus, are also not applicable to apply.

4. Administration of the Fund

- 4.1. RAD teaching members who are experiencing financial hardship may be allocated a 25% reduction on the full teacher rate for that membership year.
- 4.2. Funds are not paid to the Teacher; Teachers will receive a reduced rate for their membership subscription, and the hardship fund will cover the outstanding membership fee.
- 4.3. The Fund is solely for the purpose of reducing membership fees. Awards are not available to contribute to course fees, Continuing Professional Development, student exam fees, or other business related or living costs.
- 4.4. Funds will not be allocated to applicants where it is clear that the maximum allocation of 25% will still not enable them to renew their membership in full.
- 4.5. Reduced subscriptions are only available to teachers who are not eligible for another continuous reduced RAD membership rate, such as Life teaching members.

5. Allocation of Funds

- 5.1. Applicants will need to demonstrate genuine financial need.
- 5.2. The Fund is restricted and unfortunately not all applicants can be supported.
- 5.3. Applications will be considered by two members of the Membership team, who assess all applications rigorously and in confidence. There are no published selection criteria – the Fund will be allocated based on membership team's subjective response to the applications, up to the total value of the fund in each application round. Teachers' individual circumstances will be considered and awards prioritised as appropriate.
- 5.4. Applications received before the opening date and after the closing date will not be considered
- 5.5. Applicants will normally be notified of the outcome of their application, successful or not, 15 working days after the closing date.
- 5.6. The Academy reserves the right to make changes to the Fund annually.

6. How to apply

- 6.1. For more information and to download an application form please visit www.royalacademyofdance.org/hardship-fund.
- 6.2. When providing further information, Teachers should outline in as much detail as possible the particulars of the financial difficulty experienced, attaching any relevant evidence to support the application. All information received with the application form will be treated confidentially.
 - 6.2.1. Teachers must provide evidence to support their application; this may include a letter from a doctor, a social security office or their employer. This evidence should be dated.
- 6.3. Applications should be sent to membership@rad.org.uk or posted to: RAD Teachers' Hardship Fund, 36 Battersea Square, London SW11 3RA UK
- 6.4. Applications open one month prior to a members' renewal date, and we recommend members apply no later than this date. We will, however, accept applications after this date if there are funds available.
- 6.5. **Applicants will be acknowledged within 10 working days of submission.** The Academy cannot accept responsibility for applications lost in transit.
- 6.6. Any questions regarding eligibility or the application process should be sent to membership@rad.org.uk or the Teachers' local RAD office.

7. Can I apply to the same fund more than once?

- 7.1. Teachers may only submit one application per year to the Fund.
- 7.2. If Teachers are successful in receiving an allocation, they are able to apply to the fund again in subsequent years, if they can demonstrate that they have taken steps where applicable to improve their financial circumstances.
- 7.3. If Teachers are unsuccessful one year, they are able to resubmit an application the following year if they continue to meet all of the requirements

8. Appeals to Hardship Fund

- 8.1. If an applicant is not successful, the decision can be appealed. Teachers who choose to lodge an appeal will not be prejudiced by so doing.
- 8.2. A Teacher wishing to appeal may do so in writing (via post or email), providing additional supporting information; within 10 working days of receiving the correspondence advising them of their application outcome. Appeals should be addressed to the Teachers' Hardship Fund.
- 8.3. Appeals will be considered by the Head of Global Membership Services, Director of Marketing and Communications, and/or the Chief Executive.
- 8.4. Applicants will receive confirmation of receipt of the appeal and a final letter detailing the outcome of the appeal. The appeal decision is final.