

ITALIA CONTI

Financial Support and Scholarships Policy

Version:	2526-1.0
Prepared by:	Vice Principal
Reviewed by:	Director of Finance
Approved by:	Policy Steering Group
Approval date:	27 May 2026
Next review:	26 May 2027

The Director of Finance owns this policy, and the Principal is accountable for its operation.

This Policy is approved by Policy Steering Group and the Board of Directors. It will be reviewed annually and updated earlier where required by legal, regulatory, funding, operational or governance changes, or by audit findings, fraud incidents, suspected fraud, material control weaknesses or lessons learned. Any material change must be approved by the Board.

Contents

1. Introduction	3
2. Aims	3
3. Scope	4
4. Definitions	5
5. Access and Pre-Entry Financial Support	6
5.2. Audition Fee Waivers	6
5.3. Deposit Fee Waivers.....	6
5.5. Travel and Recall Audition Support	7
6. Scholarships.....	7
7. Bursaries	9
8. Dance and Drama Awards (DaDA)	11
9. Hardship Support.....	12
10. Governance, Monitoring and Review	14
11. Transparency and Information for Applicants and Students.....	16
12. Data Protection and Record Keeping.....	17
13. Complaints and Appeals	18
14. Supporting Procedures, Codes of Practice and Appendices	19
Appendix 1: Dance and Drama Awards (DaDA) Code of Practice	20
Appendix 2: Bursary Application and Assessment Procedure	25
Appendix 3: Scholarship Code of Practice.....	28
Appendix 4: Hardship Fund Application and Assessment Procedure	31
Appendix 5: Fee Waiver and Pre-Entry Support Procedure	35
Appendix 6: Funding Eligibility Routes: Route A and Route B.....	38
Appendix 7: Funding Decision-Making and Delegated Authority Matrix	40
Appendix 8: Annual Monitoring and Reporting Framework	42

1. Introduction

Italia Conti is committed to ensuring that access to its training is not unduly limited by financial barriers. The institution offers a range of funding and financial support mechanisms designed to enable students from diverse backgrounds to access, participate in, and successfully complete their studies.

- 1.1. Financial support at Italia Conti is delivered through a combination of:
 - 1.1.1. Student Finance (Higher Education loans), where applicable, to support tuition fees and maintenance costs for eligible students on approved courses (See Tuition Fee policy)
 - 1.1.2. Dance and Drama Awards (DaDA), a government-funded scheme providing means-tested support for tuition fees and living costs for students on eligible Diploma courses
 - 1.1.3. Scholarships, which are competitive, merit-based awards recognising exceptional talent and potential demonstrated through the audition process
 - 1.1.4. Bursaries, which are primarily means-tested and/or contextual awards designed to reduce financial barriers to access, including audition fee waivers and deposit fee waivers
 - 1.1.5. Hardship support, which may be made available to enrolled students experiencing financial difficulty during their studies, subject to institutional discretion and available resources
- 1.2. Italia Conti provides clear and transparent information about the availability, eligibility criteria, and conditions of all funding and financial support options at the point of application and offer, in line with consumer protection requirements and regulatory expectations.
- 1.3. The institution recognises that financial support plays a critical role in widening access and supporting student success. Where funding supports higher education access and participation objectives, it will be mapped to the current approved Access and Participation Plan, access and participation statement, or Board-approved access and equality of opportunity priorities as applicable. The evidence base, target student groups, eligibility criteria and evaluation measures for those funding streams will be reviewed through the monitoring arrangements in section 10 and Appendix 8.

2. Aims

This Policy sets out how Italia Conti allocates and administers financial support in a way that is fair, transparent and aligned with the institution's commitment to access, student success and value for money. Financial support is a key mechanism through which the institution seeks to remove barriers to entry, support participation, and recognise talent.

The Policy ensures that applicants and students are provided with clear, accurate and accessible information about the cost of study and the financial support available to them. It also establishes a consistent framework for decision-making, ensuring that funding is allocated proportionately and in line with institutional priorities and regulatory expectations.

The aims of this Policy are to:

- 2.1. ensure fair, transparent and consistent allocation of financial support across all funding streams
- 2.2. support widening participation and equality of opportunity by reducing financial barriers to access

- 2.3. recognise and support exceptional talent and potential through merit-based awards
- 2.4. provide clear and accessible information to support informed decision-making by applicants and students
- 2.5. ensure that funding arrangements represent value for money and are applied in a proportionate and sustainable way
- 2.6. maintain compliance with relevant regulatory frameworks, including the Office for Students, the Equality Act 2010, and DfE requirements for Dance and Drama Awards
- 2.7. establish effective processes for the administration, monitoring and review of financial support

3. Scope

This Policy applies to all financial support offered by Italia Conti to prospective and enrolled students. It covers the full range of institutional and externally administered funding mechanisms and sets out how these are applied consistently across the student lifecycle, from application through to completion of study.

The Policy is relevant to applicants and students across all principal areas of provision, including Higher Education courses and Professional Diploma courses. It establishes a single framework through which financial support is communicated, assessed and administered, ensuring clarity for applicants and alignment across Admissions, Finance and academic teams.

This Policy applies to:

- applicants to courses for which a relevant form of financial support is published as available, including Higher Education and Professional Diploma provision where applicable; eligibility differs by funding stream and is set out in sections 5-9 and Appendix 6.
- all enrolled students in receipt of, or applying for, financial support
- all institutional funding streams, including scholarships, bursaries and hardship support
- externally administered funding schemes, including Dance and Drama Awards (DaDA)
- financial support provided at all stages of the student journey, including application, offer, enrolment and continuation

This Policy should be read in conjunction with:

- Admissions and Auditions Policy
- Terms and Conditions
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Access and Participation Plan
- Tuition Fee Policy

4. Definitions

For the purposes of this Policy, the following definitions apply:

- **Scholarship**
A competitive, merit-based financial award granted to applicants who demonstrate exceptional talent and potential through the audition and selection process. Some scholarships may be ringfenced for students who meet wider contextual factors upon application. Scholarships are typically applied as a full or partial reduction in tuition fees and are subject to continuation criteria which may include attendance, progression, and meeting the expectations of the student code of conduct.
- **Bursary**
A financial award intended to reduce barriers to access and participation, typically assessed on the basis of financial need and/or contextual eligibility. Bursaries may include fee waivers or other forms of financial support. Bursaries are subject to continuation criteria which may include attendance, progression, and meeting the expectations of the student code of conduct.
- **Fee Waiver**
A form of bursary that removes or reduces a required fee. This may include:
 - Audition Fee Waiver: removal of the fee required to attend an audition
 - Deposit Fee Waiver: removal or reduction of the fee required to secure a place on a course
- **Dance and Drama Award (DaDA)**
A government-funded award administered in accordance with DfE guidance, providing means-tested support towards tuition fees and living costs for eligible students on approved Professional Diploma courses. Allocation is based on both financial need and assessed talent.
- **Student Finance**
Government-backed financial support available to eligible students on approved Higher Education courses, typically comprising tuition fee loans and maintenance loans.
- **Hardship Fund**
Discretionary financial assistance provided by Italia Conti to enrolled students experiencing unforeseen financial difficulty that may impact their ability to continue their studies.
- **Household Income**
The combined annual income of a student's household, used to determine eligibility for means-tested financial support. Assessment is based on submitted financial evidence.
- **Means Testing**
The process of assessing eligibility for financial support based on household income and supporting financial documentation.

- **Contextual Eligibility**
Eligibility for financial support determined by indicators of disadvantage or underrepresentation, which may include factors such as low household income, area-based measures (e.g. POLAR or IMD), care experience, estranged status, or disability.

5. Access and Pre-Entry Financial Support

5.1. Overview

Italia Conti provides pre-entry financial support to ensure that the cost of application and enrolment does not present a barrier to access for prospective students. This support is delivered primarily through audition fee waivers and deposit fee waivers, and forms part of the institution's wider commitment to widening participation and equality of opportunity.

Further detail on application processes, evidence requirements and administration is set out in the [Admissions and Auditions Policy](#)

The operational process for applying for pre-entry support is set out in [Appendix 5: Fee Waiver and Pre-Entry Support Procedure](#).

5.2. Audition Fee Waivers

Italia Conti is able to support eligible applicants by waiving the audition fee for initial and recall auditions. This support is intended to ensure that applicants are not discouraged from engaging with the audition process due to financial constraints.

Applications for audition fee waivers are welcomed and assessed against published eligibility criteria. Where approved, applicants are provided with clear instructions on how to proceed with their application without payment of the audition fee.

Audition fee waivers are limited and subject to institutional discretion and available resources.

5.3. Deposit Fee Waivers

Applicants who are offered a place may be eligible for a waiver of the deposit fee required to secure their enrolment. This support is intended to ensure that applicants are able to accept an offer without financial pressure at the point of decision-making.

Deposit fee waivers are assessed using the same eligibility criteria as audition fee waivers and must be requested and approved prior to acceptance of an offer. Where a waiver is granted, applicants will be provided with guidance on how to complete the acceptance process.

5.4. Eligibility Criteria

Eligibility for audition fee waivers and deposit fee waivers is assessed using the Route A and Route B criteria set out in [Appendix 6: Funding Eligibility Routes: Route A and Route B](#).

In summary, applicants must normally be UK residents, be applying for a Diploma or undergraduate course, be new to Higher Education, have attended a UK state school, and meet either:

- **Route A:** household income below £26,000; or

- **Route B:** household income below £32,000 plus at least one contextual eligibility factor.

5.5. Travel and Recall Audition Support

Italia Conti can provide discretionary support towards travel costs for applicants attending recall auditions. This support is intended for applicants who meet Route A or Route B criteria and live more than 50 miles from Woking.

Support may be awarded up to £250 and is normally provided as reimbursement. Travel support applies to recall auditions only and is subject to available funds.

6. Scholarships

6.1. Overview

Scholarships at Italia Conti are competitive, merit-based awards designed to recognise exceptional talent and potential demonstrated through the audition process. They form part of the institution's strategy to attract and support high-calibre students who show strong potential to succeed in professional training and the wider performing arts industry.

Scholarships may be awarded as a reduction in tuition fees or, where appropriate, as a contribution towards student maintenance costs and are typically offered to applicants who have demonstrated a high level of achievement at audition and recall. The number and value of awards may vary from year to year, depending on the overall standard of applicants and available institutional resources.

The detailed process for identifying, awarding and reviewing scholarships is set out in [Appendix 3: Scholarship Code of Practice](#).

6.2. Eligibility

To be eligible for consideration for a Scholarship, applicants must:

- have applied for and been offered a place on a full-time undergraduate or Professional Diploma course at Italia Conti
- be assessed as 'Home' fee status, where applicable
- have demonstrated a high level of performance and potential at audition and recall

Applicants do not apply separately for Scholarship consideration. Candidates are identified by Italia Conti through the audition and offer-making process, based on audition evidence, talent score, vocational potential and, where relevant, contextual factors.

Scholarship consideration does not guarantee that an award will be made.

6.3. Application and Assessment

Scholarships are awarded through a competitive selection process based on evidence gathered during the audition and recall process.

Decisions are made by appropriate senior staff and/or a Scholarship panel. The decision-making process may take account of:

- talent score and audition evidence
- consistency of performance across audition stages

- demonstrated potential, commitment and suitability for professional training
- contextual factors, where relevant
- available Scholarship funding
- the balance and needs of the incoming cohort

All decisions are moderated to support consistency, fairness and alignment with institutional priorities.

6.4. Award Structure

Scholarships may be awarded as a full or partial reduction in tuition fees or, where appropriate, as a contribution towards student maintenance costs.

The structure and value of each Scholarship will be determined by the institution, taking account of available funding, the applicant's circumstances, and the purpose of the award.

Awards are normally made for the duration of the course, subject to continuation requirements.

The number, value and type of Scholarships awarded each year is determined by the institution and may vary depending on available funding, the strength of the applicant field and institutional priorities.

6.5. Continuation and Conditions

Scholarships are subject to annual review and continuation is dependent on the student meeting the required standards of progression and conduct.

Students in receipt of a Scholarship are expected to:

- successfully progress to the next level of study
- maintain appropriate standards of attendance and engagement
- comply with applicable institutional policies and the relevant Terms and Conditions:
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms

Where a student does not meet these requirements, the Scholarship may be reviewed and withdrawn.

Scholarships do not apply to repeated periods of study. Where a student withdraws or interrupts their studies, entitlement to the Scholarship may be affected.

6.6. Limitations and Availability

Scholarships are competitive and limited in number. Not all applicants who meet the eligibility criteria will receive an award.

The allocation of Scholarships is subject to institutional discretion and available funding. Italia Conti reserves the right to vary the number and value of awards in any given year.

6.7. Appeals ('Complaints')

Scholarship decisions are based on academic judgement and the outcome of a competitive selection process. As such, decisions regarding the award of Scholarships are final.

Appeals will only be considered where there is evidence that an application was not assessed in accordance with the published process. Complaints about scholarship awards are managed under the Italia Conti Complaints Policy.

7. Bursaries

7.1. Overview

Bursaries at Italia Conti are designed to reduce financial barriers to access and participation for students who may otherwise be unable to undertake training. They form a key part of the institution's commitment to widening participation and supporting equality of opportunity.

Bursary support is primarily assessed on the basis of financial need and contextual eligibility. It may be applied at different stages of the student journey, including pre-entry (see section 5, audition and deposit fee waivers) and, in a limited number of cases, through financial support awarded to enrolled students.

In addition to fee waivers, Italia Conti allocates a limited pool of bursary funding through the Italia Conti Trust. This may be awarded as a contribution towards tuition fees or, where appropriate, towards maintenance costs.

Bursaries are distinct from Scholarships in that they are not awarded on the basis of merit, but on the basis of need and the removal of barriers to access.

The application and assessment process is set out in **Appendix 2: Bursary Application and Assessment Procedure**.

7.2. Eligibility

Bursary support is normally available to applicants who are UK residents, applying for a Diploma or undergraduate course, new to Higher Education, have attended a UK state school, and meet either:

- **Route A:** household income below £26,000; or
- **Route B:** household income below £32,000 plus at least one contextual eligibility factor.

Meeting the eligibility criteria does not guarantee that a bursary award will be made. Funding is limited and allocated according to assessed need, available funds and institutional priorities.

Full eligibility criteria, including contextual factors and evidence requirements, are set out in [Appendix 6](#).

7.3. Application and Assessment

For bursary funding beyond fee waivers, applicants who have received an offer of a place are invited to submit a bursary application form for consideration. This form requires applicants to provide details of their financial circumstances and any relevant contextual information, supported by appropriate evidence.

To ensure fairness and equitable access to available funds, bursary applications are not assessed on a rolling basis. Instead, all bursary requests are reviewed following the completion of the audition and recall process, once the full cohort of offer holders has been established. This enables the institution to consider applications in the round and allocate funding in a consistent and proportionate manner.

Applications are reviewed by appropriate staff, and decisions are made on the basis of financial need, contextual eligibility, and the availability of funds. Where necessary, applicants may be contacted to provide further information in support of their application.

7.4. Bursary Structure

Bursaries may take a number of forms, depending on the nature of the support awarded. Bursary support may include:

- up to full tuition fee support, applied as a tuition fee reduction
- up to £5,000 per annum towards living costs, paid directly to the student
- one-off payments of up to £2,000, depending on need and available funding

Bursary awards are typically discretionary and may vary in value depending on individual circumstances and the availability of funding.

7.5. Continuation And Conditions

Bursary support is awarded on the basis of financial need at a given point in time. Significant funding towards course fees are offered in line with academic years. Where support extends beyond a single award, continuation may be subject to review.

Students in receipt of bursary funding are expected to:

- provide accurate and complete financial information
- notify the institution of any material change in circumstances
- maintain appropriate engagement with their course of study

Where bursary support has been awarded on the basis of inaccurate or misleading information, the institution reserves the right to withdraw the award.

7.6. Limitations and Availability

Bursary funding is limited and subject to institutional resources, including the availability of funds through Italia Conti or the Italia Conti Trust.

Meeting the eligibility criteria does not guarantee that an award will be made. The institution retains discretion in the allocation of bursary support to ensure that funding is directed to those with the greatest need and in alignment with institutional priorities.

7.7. Appeals

Decisions regarding bursary support are made on the basis of the information provided and the application of published criteria.

Appeals will only be considered where there is evidence that an application has not been assessed in accordance with this Policy.

8. Dance and Drama Awards (DaDA)

8.1. Overview

Dance and Drama Awards (DaDA) are government-funded awards provided by the Department for Education and administered through the Department of Education (DfE)). Italia Conti is an approved provider of DaDA funding for students undertaking Trinity Level 6 Professional Diploma courses.

DaDA awards are designed to support students with the potential to succeed in the performing arts industry by contributing towards tuition fees and, where eligible, living costs. Awards are allocated on the basis of both assessed talent and financial need, in accordance with nationally prescribed criteria and income bands.

The number of DaDA awards available each year is limited and determined by the DfE allocation. Italia Conti cannot guarantee the availability of DaDA funding in any given year.

This section sets out the regulatory framework governing DaDA awards. The detailed operational procedures followed by Italia Conti in administering the scheme are set out in [Appendix 1: Dance and Drama Awards Code of Practice](#).

8.2. Eligibility

Eligibility for DaDA funding is determined in accordance with DfE requirements.

Applicants must:

- meet age requirements (typically 16–23 at the point of entry)
- meet residency and nationality requirements as defined by DfE guidance
- demonstrate the level of talent and potential required for professional training through the audition process

Applicants must also meet financial eligibility criteria. Household income is used to determine both eligibility for support and the level of award, in line with nationally defined income thresholds

8.3. Application and Assessment

Applicants are assessed for DaDA eligibility through a structured process that integrates audition performance and financial assessment.

All applicants undertake the standard Italia Conti audition and selection process. Audition outcomes are recorded, moderated and ranked to ensure consistency and fairness across the cohort. Those achieving the highest scores are identified as being in scope for DaDA consideration.

Eligible applicants are invited to complete the DaDA application process, which includes a financial self-declaration followed by the submission of supporting evidence where required.

DaDA awards are allocated based on:

- audition ranking (talent assessment)

- financial eligibility (means testing)
- available institutional allocation

The full application, assessment and verification process is conducted in accordance with DfE guidance and is detailed in [Appendix 1: Dance and Drama Awards Code of Practice](#).

8.4. Award Structure

DaDA awards provide financial support through:

- a contribution towards tuition fees, determined by household income bands
- a contribution towards living costs (maintenance), where eligibility criteria are met

The level of support is determined by nationally set income thresholds and may vary depending on individual financial circumstances.

8.5. Monitoring and Continuation

DaDA awards are subject to ongoing monitoring and annual reassessment in line with DfE requirements.

Students in receipt of a DaDA award are required to:

- maintain satisfactory attendance and engagement
- meet the progression requirements of their course
- comply with institutional policies and awarding body expectations

Failure to meet these requirements may result in a review of funding eligibility.

Eligibility checks are undertaken at multiple stages of the student lifecycle to ensure continued compliance with DfE regulations

8.6. Limitations and Availability

DaDA awards are limited in number and subject to annual allocation by the DfE. Not all applicants who meet the eligibility criteria will receive an award.

Italia Conti cannot be held liable where allocation limits are reached.

DaDA awards are an exclusive form of funding and cannot be paired with Student Loans Company funding or Advanced Learner Loan funding.

8.7. Appeals ('Complaints')

Appeals relating to DaDA awards will be considered in accordance with the institution's Complaints Policy.

Appeals will only be considered where there is evidence that:

- the application process has not been followed correctly, or
- a decision has not been made in accordance with DfE guidance and this Policy

9. Hardship Support

9.1. Overview

Italia Conti recognises that students may experience unforeseen financial difficulty during their studies which could impact their ability to continue their training. Hardship support is available on a discretionary basis to assist students in such circumstances.

Hardship support is distinct from bursaries and scholarships. It is not awarded at the point of entry and is not part of the standard funding package. Instead, it is intended to provide short-term financial assistance where unexpected hardship arises during study.

The application and assessment process is set out in [Appendix 4: Hardship Fund Application and Assessment Procedure](#).

9.2. Eligibility

Hardship support is available to enrolled students who are experiencing genuine and unforeseen financial difficulty.

To be considered for support, students must:

- be currently enrolled on a full-time course at Italia Conti
- demonstrate financial hardship that has arisen during their period of study
- provide appropriate evidence to support their application

Hardship support is intended to complement, rather than replace, other forms of financial support available to students. As part of the assessment process, students may be asked to demonstrate the steps they have taken to manage or address their financial circumstances.

9.3. Application and Assessment

Applications for hardship support must be made directly to the institution using the prescribed application process.

Students are required to complete a hardship application form and provide supporting evidence of their financial circumstances. This may include details of income, expenditure, and any changes in circumstances that have contributed to financial difficulty.

Applications are assessed on a case-by-case basis by members of the Senior Leadership Team. Decisions are made with reference to the level of need demonstrated, the impact on the student's ability to continue their studies, and the availability of funds.

Where necessary, students may be asked to provide further information in support of their application.

9.4. Urgent student-interest triage

Where an application indicates an immediate risk to continuation, participation, accommodation, food security, safeguarding or wellbeing, the Head of Student Services must consider whether urgent interim support, referral to student support, or escalation to the Principal and Director of Finance is required before the full funding decision is completed. The decision record must state any interim action taken or why none was required.

9.5. Award Structure

Hardship support is awarded on a discretionary basis and may take the form of:

- one-off awards of up to £2000
- short-term repeated support of up to £5000 per year

Awards are normally paid directly to the student, although payment arrangements may vary on a case-by-case basis. Complete applications will normally be assessed within five working days. Students may apply more than once.

Awards are intended to provide temporary support and do not constitute ongoing financial assistance.

The type and value of support will vary depending on individual circumstances and available funding.

9.6. Conditions

Students in receipt of hardship support are expected to:

- provide accurate and complete financial information
- engage with the institution in relation to their financial circumstances
- notify the institution of any significant change in their situation

Where support has been awarded on the basis of inaccurate or misleading information, the institution reserves the right to withdraw the award.

9.7. Limitations and Availability

Hardship funding is limited and subject to institutional resources. Submission of an application does not guarantee that support will be awarded.

Italia Conti retains discretion in determining the allocation and level of hardship support.

9.8. Appeals

Appeals relating to hardship support will only be considered where there is evidence that an application has not been assessed in accordance with this Policy.

10. Governance, Monitoring and Review

10.1. Overview

Italia Conti is committed to ensuring that funding, scholarships and financial support are administered fairly, transparently and consistently. Clear governance arrangements are in place to support effective decision-making, appropriate use of funds, and alignment with institutional priorities, including widening participation, student success and value for money.

Funding decisions must be made in accordance with this Policy, relevant external requirements, and any published eligibility criteria. Where funding is limited, awards will be allocated in a proportionate and evidence-informed manner.

10.2. Responsibilities

Responsibility for the administration and oversight of financial support is shared across relevant institutional teams.

The key responsibilities are as follows:

- Admissions Team provides applicants with information about funding options, audition fee waivers, deposit fee waivers and relevant application processes
- Finance Team supports the assessment of financial evidence, income-related eligibility, payments, fee discounts and funding records

- Academic and Audition Panels: assess applicant talent and suitability where this is relevant to scholarships and DaDA consideration
- Senior Leadership Team: oversees the strategic allocation of institutional funding and monitors alignment with access, participation and value for money priorities
- Quality Assurance Team: supports policy review, compliance monitoring and alignment with relevant regulatory or partner requirements

10.3. Monitoring

Italia Conti will monitor the allocation and impact of financial support to ensure that funding remains effective, equitable and aligned with institutional priorities.

Monitoring may include consideration of:

- number and value of awards made
- applicant and student uptake of financial support
- demographic profile of applicants and recipients, where data is available
- impact on application, offer, acceptance and enrolment patterns
- impact on student continuation, progression and completion
- use of available funds against agreed budgets
- compliance with external reporting requirements, including DaDA reporting where applicable

This monitoring will support institutional evaluation of how financial support contributes to widening participation, equality of opportunity and student success.

10.4. Reporting

Relevant data and commentary on funding, scholarships and financial support will be reported through appropriate institutional governance routes. This may include reporting to Senior Leadership Team and, where relevant, committees responsible for academic quality, access and participation, student experience or institutional performance.

Reporting will be proportionate to the nature of the funding stream. For example, DaDA reporting will follow DfE requirements, while institutional bursary and scholarship reporting will focus on allocation, uptake, budget use and impact.

At least annually, the Director of Finance, with input from Admissions, Student Services, Quality Assurance and the Principal, will provide a financial support monitoring report to Senior Leadership Team and onward to the Board or its delegated assurance route. The report will cover award numbers and values, budget use, uptake by funding stream, Route A/Route B and demographic patterns where available, continuation, progression and completion indicators for recipients where available, complaints and appeals, DaDA reporting status, access and participation/equality of opportunity implications, data-quality limitations and any recommended changes. Material risks, control weaknesses, funding shortfalls, suspected fraud, inaccurate published information or changes likely to affect applicants or students must be escalated promptly through the relevant governance route.

10.5. Review

This Policy will be reviewed on a regular cycle to ensure that it remains accurate, effective and aligned with institutional strategy, regulatory expectations and student need.

11. Transparency and Information for Applicants and Students

11.1. Overview

Italia Conti is committed to providing clear, accurate and accessible information about course costs, funding options and financial support. Applicants and students should be able to understand the financial implications of study before accepting an offer and throughout their course.

Funding information will be communicated in a way that supports informed decision-making and aligns with consumer protection expectations.

11.2. Published Information

Italia Conti will publish information about relevant funding and financial support options, including:

- tuition fees and, where applicable, other mandatory course costs
- eligibility criteria for scholarships, bursaries, fee waivers and DaDA funding
- application routes and relevant deadlines
- conditions attached to awards
- whether awards are limited, competitive or subject to available funds
- linked policies, procedures and terms and conditions
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms

Published information will be reviewed regularly to ensure that it remains accurate and consistent with this Policy.

Italia Conti will share transparency information about financial support made on the Policies and Terms and Conditions page of the Italia Conti website.

11.3. Applicant Communications

Applicants will receive relevant funding information at appropriate points in the application and admissions process. This may include information provided through the website, application pages, audition communications, offer letters and post-offer guidance.

Where funding is competitive, limited or subject to external requirements, this will be made clear to applicants. Applicants will also be informed where funding decisions are dependent on evidence, means-testing, audition outcomes or available allocation.

11.4. Changes to Funding Information

Where material changes are made to funding arrangements, eligibility criteria or award availability, Italia Conti will take reasonable steps to communicate these changes clearly and promptly to affected applicants or students.

Any changes will be managed in line with the institution's consumer protection obligations and relevant internal approval processes.

12. Data Protection and Record Keeping

12.1. Overview

Italia Conti collects and processes personal, financial and contextual information for the purpose of assessing eligibility for funding, scholarships and financial support. This information will be handled securely, lawfully and proportionately, in accordance with data protection legislation and institutional data protection policies.

12.2. Use of Information

Information submitted by applicants and students may be used to:

- assess eligibility for scholarships, bursaries, fee waivers, DaDA funding and hardship support
- verify household income, residency, identity or other relevant criteria
- administer payments, tuition fee discounts or fee waivers
- monitor the uptake and impact of financial support
- meet statutory, regulatory or funding body reporting requirements

12.3. Evidence and Verification

Applicants and students may be required to provide evidence in support of funding applications. This may include financial records, household income evidence, residency documentation, care status evidence, or other information relevant to the funding stream.

Italia Conti may request further information where evidence is incomplete, unclear or required for verification.

12.4. Record Keeping

Records relating to funding decisions will be retained securely and only for as long as necessary to support administration, audit, reporting, appeals, compliance and institutional review.

Records may include application forms, supporting evidence, decision records, award letters, payment records and relevant correspondence.

12.5. Data assurance and reconciliation

The Director of Finance is responsible for ensuring that financial support records used for payments, fee waivers, institutional monitoring, DaDA reporting, access and participation monitoring, financial planning and any OfS return are reconciled to finance records and, where relevant, audited financial statements or source systems before submission or publication. A retained evidence file must include the application or evidence summary, decision-maker, authority route, decision rationale, award value, payment or fee-waiver record, appeal outcome where applicable, and any reconciliation or correction. Any data limitation or correction that could affect regulatory, funding-body or student-facing reporting must be escalated in accordance with the Financial Delegation and Approval Framework and relevant OfS notification procedure.

12.6. Confidentiality

Financial and personal information will be accessed only by staff who require it for the proper administration, assessment, monitoring or review of funding support.

Information will not be disclosed more widely unless required by law, external funding requirements, regulatory obligations, or with appropriate consent.

13. Complaints and Appeals

13.1. Overview

Italia Conti is committed to ensuring that decisions relating to funding, scholarships and financial support are made fairly and in accordance with this Policy. Applicants and students may raise a concern where they believe that the published process has not been followed correctly.

A complaint or appeal will not normally be considered where it relates solely to the outcome of a competitive or discretionary funding decision.

13.2. Grounds for Appeal

An appeal may be considered where there is evidence that:

- the relevant process was not followed correctly
- published eligibility criteria were not applied appropriately
- relevant evidence submitted by the applicant or student was not considered
- there was an administrative or procedural error that may have affected the outcome

Appeals against academic judgement, audition outcomes, scholarship panel judgement, or the level of available funding will not normally be considered.

13.3. Process

Complaints and appeals relating to funding decisions should be submitted in accordance with Italia Conti's Complaints and Appeals procedures.

Applicants and students should set out clearly the decision being challenged, the grounds for appeal, and any supporting evidence. Where appropriate, the institution may review the original decision and provide a written response.

13.4. Finality of Decisions

Finality applies only within the applicable Italia Conti stage. Where the student is enrolled on a university partner programme, the written outcome must identify whether the matter falls within Italia Conti's local delivery responsibility or University responsibility, the next available partner-stage route, the applicable deadline and whether a Completion of Procedures Letter will be issued at that stage. Students should not normally be required to repeat the same complaint or appeal in full across both partners.

- Where a student is dissatisfied with the way a request for support or adjustments has been considered, or with the handling of a support-related matter, they may raise the matter under Italia Conti's Complaints Policy. The Complaints Policy includes the relevant internal complaints and appeal route.

- Once the internal process has been completed, Italia Conti will issue a Completion of Procedures letter, where required.
- Students enrolled with the University of Chichester who approve our HE programmes, may then refer to the relevant academic partner complaints procedure, engaging from Stage 2 (Formal).
- Italia Conti will provide the student with appropriate information about the next stage, including how to access the relevant University of Chichester procedure, any applicable deadlines, and any documentation from the Italia Conti process that may be required.
- At the conclusion of the relevant University of Chichester process, the student will receive a final outcome. Where applicable, a Completion of Procedures Letter will be issued to confirm that the relevant internal procedures have been completed.
- Following completion of the relevant internal and academic partner processes, a student may be able to refer their complaint to the Office of the Independent Adjudicator for Higher Education, provided the matter is eligible under the OIA Scheme. The OIA's good practice framework states that students should normally bring complaints to the OIA within 12 months of the Completion of Procedures Letter.

14. Supporting Procedures, Codes of Practice and Appendices

This Policy is supported by the following appendices, which provide detailed operational guidance for the administration, assessment, monitoring and governance of funding, scholarships and financial support.

The appendices form part of the institutional funding framework and should be read alongside this Policy:

- [Appendix 1: Dance and Drama Awards \(DaDA\) Code of Practice](#)
- [Appendix 2: Bursary Application and Assessment Procedure](#)
- [Appendix 3: Scholarship Code of Practice](#)
- [Appendix 4: Hardship Fund Application and Assessment Procedure](#)
- [Appendix 5: Fee Waiver and Pre-Entry Support Procedure](#)
- [Appendix 6: Funding Eligibility Routes: Route A and Route B](#)
- [Appendix 7: Funding Decision-Making and Delegated Authority Matrix](#)
- [Appendix 8: Annual Monitoring and Reporting Framework](#)

Where external funding requirements apply, including for Dance and Drama Awards, the relevant external guidance will take precedence over internal procedure where required.

Appendix 1: Dance and Drama Awards (DaDA) Code of Practice

1. Purpose and Status of this Code

This Code of Practice sets out the detailed procedures followed by Italia Conti in the administration, assessment, monitoring and reporting of Dance and Drama Awards (DaDA). It supports Section 8 of the Funding, Scholarships and Financial Support Policy, which sets out the institutional and regulatory framework for DaDA funding.

The Code is intended to ensure that DaDA awards are administered fairly, consistently and in accordance with the requirements of the Department for Education (DfE). It should be read alongside the DfE Institution Guide to Scheme Rules and Income Assessment for Dance and Drama Awards.

2. Overview of Dance and Drama Awards

Italia Conti is approved to offer Dance and Drama Awards to eligible students undertaking Trinity Level 6 Professional Diplomas in Dance or Musical Theatre. DaDA awards are funded by the Department for Education and administered through the DfE.

DaDA awards provide financial support towards tuition fees and, where eligible, living costs. Awards are intended for exceptionally talented students who demonstrate the potential to succeed in the performing arts industry.

The level of financial support is assessed using nationally set income bands. Household income is used to determine the level of support available for tuition fees and maintenance.

Italia Conti has a limited annual allocation of DaDA awards. The availability of funding is not guaranteed and is subject to DfE allocation limits.

3. Equality of Opportunity

Italia Conti welcomes applications from all sections of society and does not discriminate on the basis of protected characteristics or any other factor irrelevant to participation in training.

All candidates applying to Trinity Professional Diploma courses are considered through the same admissions and audition framework, provided they meet the relevant course entry requirements. Audition and DaDA assessment procedures are designed to be fair, transparent and consistently applied.

4. Eligibility Criteria

To be considered for a DaDA award, prospective students must meet DfE eligibility requirements. These include age, residency, nationality, talent and financial eligibility requirements.

Applicants must normally:

- be aged between 16 and 23 at the relevant point of entry
- demonstrate talent and a likelihood of success in the dance or performing arts industry
- meet the residency and nationality requirements set out in DfE guidance
- be applying to an eligible Trinity Level 6 Professional Diploma course at Italia Conti
- Applicants must normally have been living in the UK, EU, Switzerland, Norway, Iceland, Liechtenstein or Gibraltar for the previous three years, subject to the detailed categories set out by DfE.

Eligible categories may include:

- UK or Irish citizens
- family members of UK nationals, where the relevant residency requirements are met
- migrant workers from the EU, Switzerland, Norway, Iceland or Liechtenstein, or their eligible family members, where settled or pre-settled status requirements are met
- persons granted indefinite leave to remain
- children of Turkish workers with permission to stay in the UK
- eligible applicants under Ukraine support schemes, including the Ukraine Family Scheme, Ukraine Sponsorship Scheme and Ukraine Extension Scheme

Applicants supported through eligible Ukraine schemes may be exempt from the three-year residency requirement, in accordance with DfE rules.

Residency and nationality eligibility is checked in line with DfE guidance and may be subject to change.

5. Application Route

Applicants must apply directly to Italia Conti for the relevant Trinity Level 6 Professional Diploma course using the published application process.

Applicants must complete the Italia Conti application form and meet the requirements of the admissions and audition process. The DaDA process sits alongside, but does not replace, the institutional application and audition process.

Applicants must normally pay the audition fee unless they have been granted an audition fee waiver under the criteria set out in the Funding, Scholarships and Financial Support Policy and the Admissions and Auditions Policy.

6. Audition Process and Fair Assessment

Italia Conti is accredited by CDMT and applies the principles of the CDMT Code of Practice for Auditions and Interviews. Audition procedures are designed to be fair, rigorous and transparent.

All auditionees are assessed using the same criteria for the relevant course and discipline. Candidates are given the same amount of time for each relevant audition element and are assessed through class, solo and interview components as appropriate.

Italia Conti aims to maintain consistency in teaching faculty and adjudicators wherever possible. Staff involved in auditioning undertake audition standardisation training.

For each auditionee:

- an audition form is completed
- scores are recorded against published criteria
- panel observations and notes are retained
- scores are calculated and verified
- records are used to support ranking and decision-making

7. Talent Scores and Ranking

Talent scores are moderated by the adjudicating panel through the audition and interview process. Audition forms and scores are combined and reviewed by the Principal and Vice Principal.

A spreadsheet of audition scores is produced in order of talent mark. This is used to identify applicants who are in scope to be offered the opportunity to apply for a DaDA award.

All auditionee scores are reviewed and assessed in the Spring term prior to September entry. Applicants with the highest audition scores, and who meet age and other relevant eligibility requirements, are notified that they may apply for a DaDA award.

8. Communication with Applicants

Information about DaDA funding is made available through:

- the funding information section of the relevant application and course pages
- audition and interview communications
- Q&A activity during outreach and marketing events
- offer letters issued to successful applicants

Applicants who are successful at audition and are deemed in scope for DaDA consideration are contacted by the Bursar with further information about the DaDA application process, eligibility requirements, income bands and decision timelines.

9. Financial Eligibility and Self-Declaration

DaDA awards are means tested. The maximum household income threshold for consideration is set in accordance with DfE guidance.

Applicants who fall within the relevant household income threshold may be added to the DaDA consideration list. Applicants are then contacted if their audition score meets the required level for consideration.

Applicants are required to complete the DfE self-declaration form to determine financial eligibility. No proof of income is required at the initial self-declaration stage unless requested under the relevant DfE process.

10. DaDA Application Forms and Evidence

DaDA application forms are provided to Italia Conti by the DfE and issued by the Bursar to applicants who indicate that they wish to apply.

Applicants must complete the required forms fully and accurately. A checklist is maintained to track completion of each part of the application.

Where information is missing or incomplete, applicants are contacted and asked to provide the required information. Applications are not submitted for eligibility checks until the relevant forms are complete.

Proof of income may include:

- P60s
- tax returns
- evidence of benefits
- Universal Credit evidence and any required Section C form
- tenancy agreement, where applicable
- other evidence required under DfE guidance

Funding cannot be confirmed until the required evidence has been received and verified.

11. Residency, Age and Status Checks

Systematic eligibility checks are undertaken throughout the application and enrolment process.

Checks are carried out at:

- application stage by Admissions and the Bursar
- pre-enrolment through Admissions documentation and signed terms and conditions:
 - FE: Italia Conti Admissions Terms & Conditions
- registration in September through updated enrolment documentation
- post-enrolment through Management Information System checks
- end of year before the June DfE return

Checks may include confirmation of nationality or identity, date of birth, National Insurance number, address, Unique Learner Number and other required data.

12. Award Assessment

Italia Conti follows the DaDA application and assessment process set out in DfE guidance to ensure that students are assessed fairly and accurately.

Awards are assessed by reference to:

- talent ranking
- age and residency eligibility
- household income
- available DaDA allocation
- DfE income bands and scheme rules

The level of support awarded is determined using DfE household income brackets.

13. Independent Students and Care-Experienced Applicants

Applicants indicating independent status must provide relevant evidence in line with DfE funding requirements.

This may include evidence that the applicant has not lived in the family home for the required period and has been self-supporting, or evidence relating to care-experienced status where applicable.

Italia Conti will request and retain appropriate documentation in accordance with DfE requirements.

14. Confirmation of Awards

Once eligibility has been assessed and evidence verified, applicants are informed of the outcome.

Where funding is confirmed, the student is notified in writing. Where additional evidence, such as a tenancy agreement, is required, a provisional award may be issued until the required documentation is received.

15. Reassessment

DaDA awards are reassessed annually following the end of the previous tax year.

Students may be required to provide updated financial information and supporting evidence to confirm continued eligibility and the level of support available for the next academic year.

16. Living Cost Support

Students may be eligible for support with living costs where they meet the relevant DfE criteria.

Living cost support is normally paid directly to the student by bank transfer across the academic year. Payments are usually made over ten months, from September to June, in equal monthly instalments.

17. Attendance, Behaviour and Progression

Students, including FE students in receipt of a DaDA award, are expected to maintain excellent standards of attendance, engagement and behaviour.

Students must comply with:

- Italia Conti policies and procedures
- the Student Code of Conduct
- the terms and conditions of enrolment
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms
- relevant awarding body requirements, including Trinity College London expectations

Failure to meet required standards may affect progression and continued funding eligibility.

18. Appeals and Complaints

Admissions appeals and complaints are managed in accordance with the Italia Conti Admissions and Auditions Policy and Complaints procedures.

Appeals may be considered where there is evidence that the published procedure has not been followed or that there has been a procedural irregularity.

Audition outcomes and academic judgement are not subject to appeal. All auditions are documented for reference.

19. Reporting

Italia Conti completes the DfE Management Information Budget Management spreadsheet twice each year, normally in October and July.

Returns are submitted to the relevant DfE contact in accordance with DfE guidance and deadlines.

20. Data Storage

Student data relating to DaDA applications, eligibility, financial evidence, awards and reporting is stored securely in accordance with GDPR and institutional data protection requirements.

Access to DaDA records is limited to staff who require access for application assessment, funding administration, monitoring, reporting, audit or compliance purposes.

Appendix 2: Bursary Application and Assessment Procedure

1. Purpose, Scope and Eligibility

This Procedure applies to bursary support administered by Italia Conti, including support provided through the Italia Conti Trust, and should be read alongside Section 7 of the Funding, Scholarships and Financial Support Policy and Appendix 6: Funding Eligibility Routes: Route A and Route B.

2. Application Process

Applicants may apply for bursary support after receiving an offer of a place at Italia Conti.

Applicants must complete the bursary application form and submit the required supporting evidence by the published deadline. The form will require applicants to provide information about household income, financial circumstances and any relevant contextual factors.

Applications must be complete before they can be reviewed. Where evidence is missing or unclear, applicants may be asked to provide further information.

3. Timing of Assessment

Bursary applications are not normally assessed on a rolling first-come, first-served basis.

To ensure equitable access to available funds, bursary requests are reviewed following the completion of the audition and recall process, once the full cohort of offer holders has been established. This allows Italia Conti to consider applications in the round and allocate funding fairly and proportionately.

4. Assessment Criteria

Bursary applications will be assessed with reference to:

- household income
- Route A or Route B eligibility
- contextual factors affecting access or participation
- individual financial circumstances
- the level of financial support required
- available institutional or Trust funding
- alignment with widening participation and equality of opportunity priorities

The institution may prioritise applicants with the greatest assessed financial need where demand exceeds available funding.

5. Award Structure

Bursary awards may include:

- up to full tuition fee support, applied as a tuition fee reduction
- up to £5,000 per annum towards living costs, paid directly to the student

Awards may be one-off, termly or annual, depending on the nature of the support approved and available funding.

Means-tested awards are reassessed annually.

6. Decision-Making

Applications are reviewed by appropriate staff with responsibility for funding assessment, financial evidence and student support. Decisions may involve the Finance Team, senior staff and, where relevant, representatives connected to the Italia Conti Trust.

Decisions will be based on the evidence provided and the published criteria. A record of the decision and rationale will be retained.

7. Notification of Outcome

Applicants will be informed of the outcome of their bursary application in writing.

Where an award is approved, the notification will confirm:

- the type of award
- the value of support
- the payment or fee reduction arrangement
- any conditions attached to the award
- whether the award is one-off, termly or subject to reassessment

Where an application is unsuccessful, applicants will be informed that funding is limited and that meeting eligibility criteria does not guarantee an award.

8. Reassessment and Changes in Circumstances

Means-tested bursary awards are reassessed annually.

Students must notify Italia Conti of any material change in financial circumstances which may affect eligibility. The institution may review, amend or withdraw an award where circumstances change or where eligibility is no longer met.

9. Conditions of Award

Students receiving bursary support are expected to:

- provide accurate and complete information
- submit evidence when requested
- maintain engagement with their course
- comply with the student code of conduct, institutional policies and terms and conditions:
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms
- notify the institution of changes in circumstances

Where false, incomplete or misleading information has been provided, Italia Conti may withdraw the award and may take further action under relevant institutional procedures.

10. Appeals

ITALIA CONTI

Appeals will only be considered where there is evidence that the application was not assessed in accordance with the published procedure, or that relevant evidence was not considered.

Appeals will not normally be considered solely on the basis that an applicant disagrees with the level of award or because funding was unavailable.

Appendix 3: Scholarship Code of Practice

1. Purpose, Scope and Eligibility

This Code of Practice applies to scholarships awarded by Italia Conti to new students starting eligible full-time courses and should be read alongside Section 6 of the Funding, Scholarships and Financial Support Policy.

Scholarships are competitive, merit-based awards. They are awarded as full or partial tuition fee discounts to applicants who demonstrate exceptional talent, vocational potential and suitability for professional training through the audition and recall process.

Scholarship consideration is undertaken by Italia Conti as part of the audition and offer-making process. Applicants do not apply separately for scholarship consideration.

2. Identification of Candidates

Candidates are identified for scholarship consideration through the audition and recall process.

Audition panels assess applicants against the published audition criteria for the relevant course. Scores and panel observations are recorded through the audition process and used to support admissions and scholarship decision-making.

Candidates may be identified for scholarship consideration based on:

- talent score
- performance at audition and recall
- vocational potential
- suitability for the demands of the course
- contextual factors, where relevant
- strategic recruitment or cohort considerations

Scholarship consideration does not guarantee that an award will be made.

3. Decision-Making Process

Scholarship offers are raised following review of audition outcomes, talent scores and relevant contextual information.

Decisions are made by appropriate senior staff and/or a scholarship panel with responsibility for reviewing the available evidence and determining whether a scholarship offer should be made.

The decision-making process takes account of:

- the applicant's talent score and audition evidence
- consistency of performance across audition stages
- professional potential and readiness for training
- any relevant contextual factors
- available scholarship funding

- the balance and needs of the incoming cohort

The process is intended to ensure that scholarship awards are made fairly, consistently and in line with institutional priorities.

4. Award Structure

Scholarships may be awarded as a full or partial tuition fee discount or, where appropriate, as a contribution towards student maintenance costs.

The number, value and type of scholarships awarded may vary each year and are subject to available institutional resources, the strength of the applicant field and institutional priorities.

Where a scholarship is awarded as maintenance support, the offer will confirm the payment basis, value, duration and any relevant conditions.

5. Notification and Acceptance

Applicants selected for a scholarship will be notified in writing. Scholarship offers may be issued alongside, or shortly after, the formal course offer.

The scholarship offer will confirm:

- the value of the award
- how the award will be applied
- the duration of the award
- any conditions attached to the scholarship
- any requirements for acceptance

Applicants must accept the scholarship in accordance with the instructions and deadline set out in the scholarship offer.

6. Duration and Continuation

Scholarships are normally awarded for the duration of study, subject to successful progression and continued compliance with the conditions of award.

Students must normally:

- progress successfully to the next level or year of study
- maintain appropriate attendance and engagement
- comply with Italia Conti policies and procedures
- comply with applicable institutional policies and the relevant Terms and Conditions
 - FE: Italia Conti Admissions Terms & Conditions
 - HE: UoC/IC Admissions Agreement & Local Delivery Terms

Students will not receive scholarship funding for repeated periods of study where funding has already been awarded.

Where a student withdraws from study, entitlement to the scholarship ends.

Where a student intermits, they may remain eligible for the remainder of the award on return to study, provided they continue to meet progression and fitness to study requirements.

7. Conditions of Award

Scholarship recipients are expected to uphold appropriate standards of conduct, attendance, engagement and professionalism.

Recipients may also be asked to act as ambassadors for Italia Conti and to support scholarship-related activity, promotional activity or student champion roles where appropriate.

Failure to meet the terms and conditions of the scholarship may result in review, suspension or withdrawal of the award.

- FE: Italia Conti Admissions Terms & Conditions
- HE: UoC/IC Admissions Agreement & Local Delivery Terms

8. False or Misleading Information

Any applicant or student who provides false, incomplete or misleading information relevant to scholarship eligibility or continuation may have their award withdrawn.

Italia Conti may also take further action under relevant institutional procedures where false or misleading information has been provided.

9. Appeals

Scholarships are competitive awards and scholarship decisions are final.

Appeals will only be considered where there is evidence that the published procedure was not followed or that the candidate was unfairly excluded from consideration.

Appeals will not be considered solely on the basis that an applicant disagrees with the judgement of the audition panel, scholarship panel or decision-maker.

Appendix 4: Hardship Fund Application and Assessment Procedure

1. Purpose, Scope and Eligibility

This Procedure applies to the Italia Conti Hardship Fund and should be read alongside Section 9 of the Funding, Scholarships and Financial Support Policy.

The Hardship Fund provides short-term financial support to enrolled students experiencing unexpected financial difficulty that may affect their ability to continue their studies. The fund is discretionary, limited, and assessed on the basis of individual circumstances and available funding.

To be considered for support, students must:

- be currently enrolled at Italia Conti
- be experiencing genuine financial hardship caused by unforeseen circumstances
- be able to demonstrate that the situation is impacting, or may impact, their studies

Where a student is financially supported by a parent or guardian, parental or household income may be taken into account during the assessment.

Meeting the eligibility criteria does not guarantee an award.

2. Initial Contact

Students wishing to apply should first contact the Head of Student Services.

A meeting will be arranged with the student to:

- discuss their circumstances
- explain the purpose and eligibility criteria of the Hardship Fund
- talk through the application process
- identify the evidence likely to be required
- provide support with completing the process, where needed

Following this meeting, the student may be issued with the Italia Conti Hardship Fund application form.

3. Application Form

The application form must be completed by the student and, where relevant, by a parent or guardian.

The form will request:

- personal details and course information
- an explanation of the financial circumstances causing hardship
- details of income, expenditure and other financial support received
- parental or guardian income information, where applicable
- the type and level of support being requested

Incomplete forms may delay assessment.

4. Supporting Evidence

Applications must be submitted with appropriate supporting documentation.

Evidence may include:

- recent bank statements
- proof of income or benefits
- parental or household income evidence
- housing or accommodation costs
- evidence of debt, such as credit card or overdraft statements
- documentation showing a change in circumstances, such as loss of income or unexpected expenses
- a reference, where appropriate

Additional evidence may be requested where information is missing, unclear or required to support assessment.

5. Student Statement

Students must submit a written statement alongside the application form.

The statement should explain:

- the student's personal situation
- the reasons they are experiencing financial hardship
- how the situation is affecting their studies
- the level of financial support being requested
- what the funding would be used for if an award is made

6. Submission and Completeness Check

The completed application form, supporting evidence and student statement should be returned to the Operations Manager and Head of Student Services.

The application will be reviewed to confirm whether it is complete. Where information is missing or unclear, the student will be contacted and asked to provide further details.

Applications will not normally proceed to formal assessment until the required information has been received.

7. Assessment Process

Completed applications are submitted to the Senior Leadership Team for consideration.

Applications are assessed on a case-by-case basis, taking into account:

- the nature and urgency of the financial difficulty
- the student's overall financial position
- parental or household income, where applicable

- the impact on the student's ability to continue or engage with their studies
- steps already taken by the student to manage the situation
- the level of support requested
- the availability of funds at the time of application

All applications are treated confidentially and handled sensitively.

8. Award Structure

Hardship support may be awarded as:

- a one-off payment towards an essential expense
- short-term support across the academic year, usually paid in monthly or termly instalments

Awards are intended to support essential costs only. The amount awarded will reflect the level of financial need identified and the funds available.

9. Notification and Payment

Once a decision has been made, the student will be informed of the outcome.

Where an award is approved, the student will be told:

- the amount awarded
- whether the award is one-off or ongoing support
- what the award is intended to support
- any conditions attached to the funding
- the next steps for payment

Where funding is approved, the student will be asked to provide bank details so that payment can be arranged.

10. Duration and Reapplication

Hardship Fund applications cover a single academic year only.

Where ongoing financial support is needed, a new application must be submitted at the start of each academic year, supported by updated information and evidence.

Students may apply more than once within an academic year where circumstances change or further unexpected hardship arises. Repeat applications will be considered in light of previous awards, continuing need and available funds.

11. Conditions of Award

Students receiving hardship support are expected to:

- provide accurate and complete information
- submit evidence when requested
- notify Italia Conti of any significant change in circumstances

- use the award for the purpose for which it was granted
- continue to engage appropriately with their course and any agreed support arrangements

Where false, incomplete or misleading information has been provided, Italia Conti may withdraw the award and may take further action under relevant institutional procedures.

12. Appeals

Appeals will only be considered where there is evidence that the application was not assessed in accordance with this Procedure, or that relevant evidence was not considered.

Appeals will not normally be considered solely on the basis that a student disagrees with the level of award, or because funding was unavailable.

Appendix 5: Fee Waiver and Pre-Entry Support Procedure

1. Purpose, Scope and Eligibility

This Procedure applies to fee waivers and pre-entry financial support administered by Italia Conti and should be read alongside Section 5 of the Funding, Scholarships and Financial Support Policy and Appendix 6: Funding Eligibility Routes: Route A and Route B.

It covers:

- audition fee waivers
- deposit fee waivers
- travel or recall audition support

2. Audition Fee Waivers

Italia Conti may waive the audition fee for eligible applicants applying for on-site performance-based courses.

Applicants must apply for an audition fee waiver using the relevant form published on the Italia Conti website. The application must be submitted before the applicant completes the course application and before the audition fee is paid.

Where an audition fee waiver is approved, the applicant will be sent confirmation and instructions on how to access the application process without paying the audition fee.

Audition fee waivers are available once per annual audition cycle.

3. Deposit Fee Waivers

Applicants who receive an offer of a place may apply for a deposit fee waiver using the relevant form published on the Italia Conti website.

Deposit fee waiver applications must be submitted after an offer has been made and before the applicant accepts their place. Where approved, the deposit waiver removes the requirement to pay the deposit normally required to secure the applicant's place.

Where a deposit fee waiver is approved, the applicant will be sent confirmation and instructions on how to complete the offer acceptance process without paying the deposit.

4. Travel and Recall Audition Support

Italia Conti may provide discretionary support towards travel costs for applicants attending recall auditions.

This support is intended for applicants who meet Route A or Route B criteria and live more than 50 miles from Woking. Support may be awarded up to £250 and will normally be provided as reimbursement.

Travel support applies to recall auditions only and is subject to available funds.

5. Application Requirements

The Italia Conti website will provide information about the eligibility criteria, application route, evidence requirements and timing for each form of pre-entry support.

Applications should include:

- applicant name and course applied for
- type of support requested
- confirmation of Route A or Route B eligibility
- supporting evidence required to demonstrate eligibility under Appendix 6: Funding Eligibility Routes: Route A and Route B
- any additional information needed to assess the request

Applications must be complete before they can be assessed. Where evidence is missing or unclear, Italia Conti may request further information before reaching a decision.

6. Assessment and Approval

Applications are reviewed by the relevant Admissions, Finance or Student Support staff.

Assessment will consider:

- whether the applicant meets Route A or Route B criteria
- whether sufficient supporting evidence has been provided
- the type and value of support requested
- available funds
- any relevant access or widening participation priority

Approved audition fee waivers, deposit fee waivers and travel support will be recorded for monitoring and reporting purposes.

7. Notification of Outcome

Applicants will be informed of the outcome in writing.

Where support is approved, the notification will confirm:

- the type of support awarded
- the value of the support
- any conditions attached to the support
- any next steps the applicant must complete

Where an application is not approved, the applicant will be informed that they have not met the criteria or that funding is unavailable, as applicable.

8. Payment or Application of Support

Audition fee waivers and deposit fee waivers are applied directly by Italia Conti through the relevant application or admissions process.

Travel or recall audition support will normally be paid as reimbursement following receipt of appropriate evidence, such as travel receipts or booking confirmation.

9. Limitations

Fee waivers and pre-entry support are limited and subject to available funding.

Meeting the eligibility criteria does not guarantee support where funds are limited. Travel and recall audition support is discretionary and may be prioritised for applicants with the greatest financial need.

10. Appeals

Appeals will only be considered where there is evidence that the application was not assessed in accordance with this Procedure, or that relevant evidence was not considered.

Appeals will not normally be considered solely on the basis that an applicant disagrees with the level of support awarded, or because funding was unavailable.

Appendix 6: Funding Eligibility Routes: Route A and Route B

1. Overview

Italia Conti uses two eligibility routes when assessing applications for bursaries, fee waivers and certain forms of targeted financial support.

These routes are intended to support widening participation and reduce barriers to access for applicants from underrepresented or disadvantaged backgrounds.

Eligibility routes are used in relation to:

- bursary applications
- audition fee waivers
- deposit fee waivers
- travel and recall audition support
- targeted physiotherapy support, where applicable

Meeting the eligibility criteria does not guarantee that funding or support will be awarded.

2. Core Eligibility Requirements

Applicants must normally:

- be current UK residents
- be applying for a full-time Diploma or undergraduate course at Italia Conti
- be new to Higher Education, with no previous degree-level qualification
- have attended a UK state school

Applicants must then meet either Route A or Route B.

3. Route A

Applicants are eligible under Route A where:

- household income is below £26,000 per annum

Applicants meeting Route A are not required to demonstrate an additional contextual factor.

4. Route B

Applicants are eligible under Route B where:

- household income is below £32,000 per annum

and

- the applicant meets at least one contextual eligibility criterion

Contextual eligibility criteria include:

- declared disability
- care experience or care leaver status
- young adult carer status

- estranged student status
- residence in an area identified through IMD or POLAR4 indicators
- Gypsy, Roma, Traveller, Showman or Boater background
- refugee status
- Black, Asian or minority ethnic background

5. Household Income Assessment

Household income will normally be assessed using supporting financial evidence provided by the applicant and, where applicable, their parent, guardian or supporting household.

Italia Conti may request further evidence where required to confirm eligibility.

6. POLAR4 and IMD Eligibility

Applicants may be asked to provide their home postcode to support assessment against POLAR4 or IMD indicators.

Applicants can check whether they live in a low participation neighbourhood using the POLAR4 postcode lookup tool published by the Office for Students.

Eligibility may be determined using Quintile 1 or Quintile 2 classifications, or other institutional criteria in place at the relevant time.

For each application cycle, the approved income thresholds, POLAR/IMD approach and any other contextual indicators used for funding eligibility must be recorded in the published funding criteria before applications open and retained with the annual monitoring evidence. Any change to eligibility indicators or thresholds must be approved through the governance route in Appendix 7 and reflected in student-facing information before use.

7. Evidence Requirements

Applicants must provide supporting evidence to demonstrate eligibility under Route A or Route B.

Evidence requirements are set out in the main body of the policy.

8. Verification and Review

Italia Conti reserves the right to verify information submitted in support of funding applications.

Where information is incomplete, inaccurate or misleading, the institution may:

- request further evidence
- refuse an application
- withdraw funding or support already approved
- take further action under relevant institutional procedures where appropriate

Eligibility routes and thresholds may be reviewed periodically in line with institutional priorities, regulatory expectations and available funding.

Appendix 7: Funding Decision-Making and Delegated Authority Matrix

This matrix offers operational oversight only, and does not replace the information located in Italia Conti's Accountability Matrix, which takes priority.

Approval authority under this matrix must be exercised only by the named postholder or body with authority under the Accountability Matrix, Financial Delegation and Approval Framework and relevant Scheme of Delegation. Senior Leadership Team is an executive coordination and recommendation forum unless a specific approval has been delegated to it. Where an approval route is varied, the record must state the authority relied on, decision-maker, reason for variation, conflict check, evidence considered, award value and any escalation or reporting route.

Funding type	Primary assessment basis	Operational review	Approval authority	Record retained
Audition fee waiver	Route A or Route B eligibility	Admissions / Finance	Finance Team or delegated nominee	Waiver decision and evidence summary
Deposit fee waiver	Route A or Route B eligibility	Admissions / Finance	Finance Team or delegated nominee	Waiver decision and evidence summary
Travel / recall audition support	Route A or Route B eligibility, distance from Woking and available funds	Admissions / Finance	Senior Leadership Team or delegated nominee	Award decision, value and reimbursement evidence
Bursary support	Financial need, Route A or Route B eligibility, contextual factors and available funds	Finance /Senior Leadership Team	Senior Leadership Team or delegated nominee	Application, evidence summary, decision rationale and award value
Scholarship	Talent score, audition evidence, contextual factors and institutional priorities	Audition panel / senior academic staff	Senior Leadership Team or delegated nominee	Audition record, score summary, decision rationale and award value
DaDA	DfE eligibility, audition ranking, household income and available allocation	Admissions / Finance / SLT	In accordance with DfE scheme rules and institutional sign-off	DaDA application records, eligibility checks, income evidence and DfE reporting records
Hardship Fund	Acute financial difficulty, risk to continuation, evidence of need and available funds	Head of Student Services	Senior Leadership Team	Application, supporting evidence, decision rationale and award value

Notes

This matrix sets out the normal route for assessment and approval. Italia Conti may vary approval routes where required by urgency, staffing arrangements, external funding requirements, or the nature of the support being considered.

ITALIA CONTI

All decisions should be recorded sufficiently to demonstrate that the relevant criteria were considered and that funding was allocated fairly, consistently and proportionately.

Appendix 8: Annual Monitoring and Reporting Framework

1. Purpose

This Framework sets out how Italia Conti monitors, evaluates and reports on funding, scholarships and financial support activity.

The purpose of monitoring is to:

- ensure funding is allocated fairly, consistently and in accordance with published criteria
- evaluate the effectiveness of financial support in reducing barriers to access and participation
- support compliance with regulatory, funding body and institutional requirements
- inform institutional planning, budgeting and Access and Participation activity
- assess value for money and impact

2. Areas of Monitoring

Italia Conti may monitor and review:

- the number and value of awards made across each funding stream
- uptake of bursaries, scholarships, fee waivers and hardship support
- applicant and student demographic information, where available
- Route A and Route B participation and outcomes
- application, audition, offer and enrolment trends
- continuation and progression trends for students receiving support
- use of available budgets and funding allocations
- repeat applications or reassessment activity
- complaints or appeals relating to funding decisions
- DaDA allocation, monitoring and DFE reporting requirements

3. Equality of Opportunity and APP Monitoring

Monitoring activity will support evaluation of the institution's Access and Participation Plan and wider equality of opportunity priorities.

This may include consideration of:

- participation by students from underrepresented groups
- access outcomes for students meeting Route A or Route B criteria
- continuation and student success outcomes for students receiving support
- effectiveness of fee waivers and bursaries in supporting recruitment and enrolment
- financial hardship trends affecting continuation or engagement

Monitoring may also inform future review of eligibility criteria, funding priorities and institutional support arrangements.

4. Reporting Routes

Relevant information may be reported through institutional governance and management structures, including:

- Senior Leadership Team
- Finance and budgeting processes
- Access and Participation monitoring activity
- Academic quality or student experience committees, where relevant
- Board or governance reporting, where appropriate

DaDA reporting will additionally follow DFE reporting requirements and deadlines.

5. Frequency of Review

Monitoring activity may take place throughout the academic year, with formal review points normally aligned to:

- admissions and enrolment cycles
- annual budget planning
- Access and Participation Plan evaluation cycles
- DFE reporting timelines
- annual policy review processes

6. Data and Confidentiality

Monitoring and reporting activity will be carried out in accordance with data protection legislation and institutional data protection requirements.

Where demographic or financial information is reviewed, this will normally be considered in aggregated or anonymised form where appropriate.