

LAINE

THEATRE ARTS

Policies

Tuition Fee Support Policy (Existing Students)

TUITION FEE SUPPORT POLICY

(EXISTING STUDENTS)

1. PURPOSE

This policy sets out the process and criteria by which the College considers requests for financial support relating to tuition fees. The aim is to ensure fairness, transparency, and consistency in decision-making, while also maintaining the College's financial sustainability.

2. SCOPE

This policy applies to students enrolled on the three-year diploma or degree course who wish to request additional financial support towards tuition fees in the form of scholarships.

- 2.1. Students enrolled on the Foundation Diploma in Dance and Musical Theatre, and the BA (Hons) Musical Theatre (L6 Top-up) are not eligible to apply for extended fee support.
- 2.2. The Student Hardship Fund remains separately available for emergency support with rent, food, travel, or essential study equipment.
- 2.3. The process of reallocating Dance and Drama Award (DaDA) funding is conducted separately, and does not fall within the scope of this policy.
- 2.4. Laine Theatre Arts is a private vocational college and relies on income from tuition fees to operate. Each year, the College allocates a Board-approved amount for scholarships, ordinarily awarded at application and audition stage to students demonstrating exceptional talent.

- 2.5. By enrolling, students and their families are making a commitment to meet the financial cost of the course for its duration. Extended fee support will only be considered where there is clear evidence of a significant and unforeseen change in financial circumstances arising after enrolment.
- 2.6. Any extended fee support is granted entirely at the discretion of the College. The amount of support available to students for this purpose may vary from year to year, and requests will be considered according to budget.

3. PRINCIPLES

- 3.1. The College recognises that some students may require extended financial support beyond the hardship fund.
- 3.2. Fee support requests will be considered at fixed points in the academic year to ensure fairness and effective financial planning.
- 3.3. Submitting a request does not guarantee financial assistance.
- 3.4. In the first instance, the College will explore whether a financial payment plan can be offered before progressing any request for fee support.
- 3.5. Requests must be made to the Finance Department in the first instance. Only if a payment plan cannot be agreed will the request be forwarded to the review panel.
- 3.6. Applications must demonstrate a significant change in personal or financial circumstances since enrolment that directly impacts the student's ability to continue paying fees.

3.7. Decisions will be based on:

- evidence supplied,
- student attendance and engagement, and
- the financial capacity of the College at the time of review.

3.8. The College is committed to fairness, equality, diversity, and inclusion (EDI). No student will be discriminated against on the grounds of race, ethnicity, gender, sexuality, disability, religion, or any other protected characteristic in line with the Equality Act 2010.

4. APPLICATION PROCESS

4.1. Submission of Requests

4.1.1. Students may submit applications at any time during the academic year using the designated financial support form, available from the Finance Department.

4.1.2. Applications will only be reviewed at two fixed points in the academic year:

- **Mid-February** (applications must be submitted by the Friday of the February half-term).
- **Mid-June** (applications must be submitted by 1st June).

4.1.3. Requests must include evidence of a significant change in financial or personal circumstances since enrolment affecting the student's ongoing ability to pay tuition fees.

4.2. Initial Consideration

4.2.1. All applications will first be reviewed by the Finance Department, who will assess whether a payment plan can reasonably be offered.

4.2.2. If a payment plan is agreed, the request will not proceed further.

4.2.3. If a payment plan is unsuitable or insufficient, the application will then be forwarded to the review panel.

4.3. Review Period

4.3.1. A two-week review period will follow each deadline.

4.3.2. Applications will be assessed based on the information provided, together with student records (including attendance and engagement).

4.4. Decision and Outcome

4.4.1. At the end of the review period, applicants will receive a written outcome confirming either:

- an award of financial support, or
- a decline of the request.

4.4.2. The Funding Panel is not obliged to provide specific reasons for declining a request.

4.4.3. Once an outcome letter has been issued, students cannot automatically carry forward their request to the next review point.

4.4.4. Students are not limited in the number of times they may submit a request during their course.

5. DECISION-MAKING PANEL

- 5.1. Applications referred beyond the Finance Department will be reviewed and decided upon by the Funding Panel, which will normally consist of:
- Principal & Artistic Director
 - Academic Director
 - Head of Admissions
 - Finance Director
 - Head of Student Services
 - Directors of Faculty
- 5.2. The panel's decision is final.

6. COMMUNICATION AND TRANSPARENCY

- 6.1. This policy, together with the relevant application forms, will be published on the College website and made available to all students.
- 6.2. Students will be reminded that financial support is limited and discretionary, and subject to the College's financial capacity.
- 6.3. Any award given is confidential between the student and the College.

7. REVIEW OF POLICY

- 7.1. This policy will be reviewed **annually** to ensure it remains fit for purpose and aligned with the College's financial planning and student needs.

EQUALITY STATEMENT

Laine Theatre Arts is committed to promoting equality, diversity, and inclusion in all areas of its work. The College does not tolerate discrimination on the grounds of race, ethnicity, gender, sexuality, disability, religion, or any other protected

characteristic. All policies and procedures, including those relating to financial support, are applied consistently and fairly.

KEY DATA

Version:	1
Approved by:	Senior Management Committee and Audit and Risk Committee.
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