



Audition Fee Waiver Scheme Policy

Version 10

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Approved by: *Emil Dale*

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1. Introduction

1.1 Purpose

1. Emil Dale is dedicated to widening participation within the industry and ensuring fair access to private sector education, regardless of a person's background.
2. In support of this, an Audition Fee Waiver Scheme has been created to encourage applications from talented candidates who are deterred from applying by financial barriers. The Audition Fee Waiver Scheme at Emil Dale aims to encourage applications from groups who are currently underrepresented in UK private sector training.

1.2 Location of Policy

1. This policy is available to access on Emil Dale's website at www.emildale.co.uk/emil-dale-policies

1.3 To whom and where this policy applies

1. This policy applies to any person who is auditioning or considering auditioning for an Emil Dale full-time course.

2. Policy

2.1 Eligibility

1. To be considered for an audition fee waiver, applicants must:

- a. be resident in the UK;
- b. be making their first audition/application to Emil Dale in the relevant admissions cycle; and
- c. meet either Route A or Route B below:
 - i. **Route A – Household income**
Have a gross annual household income of £26,000 or less.
 - ii. **Route B – Individual circumstances**
Be estranged from their family; or be currently in, or have recently left, local authority care.

*** For the purposes of this scheme, household income means the gross annual income of the applicant's parent(s) or carer(s) with whom they ordinarily live, or the applicant's own household income where they are financially independent. Emil Dale may request reasonable evidence to establish household income and/or financial independence.*

2.2 When to apply for an Audition Fee Waiver

1. Applications for an audition fee waiver must be submitted and approved before an audition is booked and/or the audition fee is paid. Fee waivers cannot normally be applied retrospectively and audition fees already paid will not be refunded under this scheme.

2.3 How to request an Audition Fee Waiver

1. In order to apply for an audition fee waiver, we request that you:
 - a. Check that you meet the above criteria.
 - b. Complete the form on the Emil Dale website under the “Apply” section called “Audition Fee Waiver Scheme Application”
 - c. Within the form, attach documentary evidence of your finances. Information provided will be treated in confidence and will only be viewed by staff processing the request. Examples of evidence include but are not limited to:
 - i. Jobseeker's allowance
 - ii. Income support
 - iii. Housing benefit
 - iv. Working Tax Credits, Child Tax or Universal Credit
 - v. Personal Independence Payment (PIP)
 - vi. Carer's allowance
 - vii. P60(s)
 - viii. Payslips
 - ix. Self-assessment tax return/tax calculation
 - x. Universal Credit statements
 - xi. Benefits entitlement/annual statements
 - xii. Pension statements where applicable
 - xiii. other reasonable evidence demonstrating household income.
 - d. Within the form, alongside documentary evidence, please provide a text-based supporting statement of your household financial situation.
- ***Without this supporting statement, requests will not be considered***.**
2. If you are applying as an estranged student, attach documentary evidence of your status if possible. Information provided will be treated in confidence and will only be viewed by staff processing the request.
 3. Emil Dale may request further information or evidence where reasonably required to assess eligibility. Applications which are incomplete or unsupported may not be considered. Where information supplied is found to be materially false or misleading, Emil Dale reserves the right to withdraw the audition fee waiver.

2.4 Outcome

1. Applicants will be notified by email of the outcome of their application. There is no automatic entitlement to a fee waiver by virtue of making an application. Where an applicant believes their application has been assessed using incorrect information, they may contact Emil Dale and request that the decision is reviewed.
2. Should an applicant be granted an audition fee waiver, they will be invited to send in a virtual video audition for their first round via email or a suitable software platform. This will be free of charge.
3. If successful in this first round, applicants will be invited to attend a second-round recall audition at Emil Dale. This will also be free of charge.
4. If a student is not offered an audition fee waiver, they can still apply for an audition under either the virtual or face-to-face process, and this will include the payable audition fee.

3. Terms and Conditions

1. The availability of fee waivers may be subject to the resources available for the scheme in each admissions cycle. Meeting the eligibility criteria does not guarantee that a fee waiver will be awarded.
2. A student cannot request to transfer the cost of an audition fee where they are granted a waiver to be used against other fee payments or merchandise at Emil Dale.
3. An audition fee waiver does not grant a student any bursary for travel or costs associated with completing an audition.
4. An audition waiver is available for one application/audition process per applicant. Once granted, an applicant may not receive a further audition fee waiver from Emil Dale for another course or subsequent application within an admissions cycle.
5. Emil Dale reserves the right to consider applications outside the stated eligibility criteria where there are exceptional financial or personal circumstances which may otherwise prevent an applicant from auditioning. Any such decision will be made at Emil Dale's discretion and does not create an entitlement to a fee waiver.
6. Financial information and supporting evidence will only be accessed by authorised staff responsible for administering the Fee Waiver Scheme and will not be provided to the audition panel as part of the applicant's audition assessment.
7. Applying for, receiving or being declined an audition fee waiver has no bearing on the assessment of an applicant's audition, their suitability for a course or any subsequent admissions decision. Audition panels will assess applicants against the same admissions and audition criteria regardless of whether an audition fee has been paid or waived.
8. Personal information is processed in accordance with our Privacy Notice/Data Protection Policy, used only for assessing/administering the application and retained in accordance with Emil Dale's retention arrangements.
9. Being granted an audition fee waiver does not automatically make a student qualify for a scholarship at Emil Dale, which has its own process and policy to follow to qualify for.

3. Document Control

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	August 2021	August 2022	Eden Tinsey	First issue
02	January 2022	January 2023	Eden Tinsey	Additional requirement added to how to request an audition fee waiver
03	March 2022	March 2023	Eden Tinsey	Additional section 'The Audition Fee Waiver Scheme' added
04	July 2022	July 2023	Eden Tinsey	Annual Policy Review
05	24 th July 2023	July 2024	Eden Tinsey	Annual policy review and update
06	29 th July 2024	July 2025	Eden Tinsey	Update of logo
07	6 th January 2025	January 2026	Eden Tinsey	Addition of foreword Update of Section 2.2, point 4.
08	12 th August 2025	July 2026	Sarah Moore	Update of logo and process as there is now a form to complete to apply instead of an email
09	26 th August 2025	July 2026	Sophie Canny	Update of template
10	26 th August 2026	July 2027	Sarah Moore	Update to fonts and