



This application guide should be read before you start on the application form.

## Introduction

The Imperial Society of Teachers of Dancing wishes to support learners taking the Diploma in Dance Education (DDE) by awarding bursaries. We see this as a very important way to ensure that we have the best possible teachers, regardless of background, coming into the profession and the Society's membership.

### To apply for a Bursary you will need to do the following:

1. Secure a place at one of the Approved Dance Centres to train for the DDE qualification
2. Submit a completed application form
3. Submit two references, if you are part way through a course, one should be from a teacher at the Approved Dance Centre where you are training

The **maximum** amount of Bursary that will be awarded to an individual is **£5,000**. Many successful applicants will get less than this. Once a Bursary has been awarded the applicant cannot apply again for three years.

The assessment of the application will be carried out by an expert panel against the following criteria:

## Primary criteria for selection:

Criteria	How assessed?
Applicant has demonstrated financial need	Through information on income and expenditure provided in the application. The amount awarded will be considered with reference to the scale of income after 'allowable' expenses have been deducted.
Applicant has the requisite skill in the dance genres s/he wants to teach	Through examination results, personal statement and referees' reports, or comparable training.
Applicant's aptitude and motivation towards teaching	Through personal statement, Approved Dance Centre (ADC) reference and other teacher's reference.

## Additional criteria for selection that will be used by assessors to balance awards made in each cohort:

- Range of genres represented in students receiving bursaries
- Support for applicants from areas with limited training opportunities

We expect that there will be many more applications for bursaries than we have funds to support, therefore, not all applicants who meet the criteria will be funded.

## Application guidance notes

**General note:** The forms are available in digital format.

### Section 1: Personal Details

Imperial Society of Teachers of Teachers of Dancing will process your personal information in accordance with our privacy policy. Please refer to our privacy policy which can be found in full on our website, [www.istd.org](http://www.istd.org).



## Section 2: Diploma in Dance Education information and costs

All applications must be costed in British pounds only.

**Name and address of Approved Dance Centre (ADC):** You must have secured a place at an ADC to be eligible to be considered for a Bursary. Please see website for a list of Approved Dance Centres – <https://www.istd.org/courses-and-training/approved-dance-centres/>.

**Genre/s being studied:** List the genre/s in which you are undertaking the DDE qualification.

**When does the course start?** And when are you expecting to complete the course? Applications can be made to support one, two or three years training. It is expected that training for the qualification of DDE can take up to three years. Applications will not be accepted from students who have less than one year to complete their training. Awards will not be made for training already completed.

**How many hours will you be training each week and over how many days?** Estimate the amount of time between the closing date of your Bursary application to completion of the course.

**Have you already completed any of the units?** List any DDE units that you have already completed based on the closing date of your Bursary application. If studying multiple genre, please list and identify these separately where applicable and include the date of completion.

**Fees already paid:** If you are part way through the qualification, the total amount already paid up to the point of your Bursary application. If studying multiple genre, please list and identify these separately where applicable. You may be asked to provide proof of this.

**Remaining fees to be paid:** List the cost for each DDE unit still to be completed separately, fees should include tuition and examination. If studying multiple genre, please list and identify these separately where applicable. You may need to contact the ADC where you are studying to request these figures.

**Travel expenses:** The amount that it will cost you to travel from your home to attend the sessions at the ADC each year. Please estimate based on the closing date of your Bursary application to completion of the course.

**Estimated accommodation expenses:** These expenses would be incurred if you live too far away to travel to the ADC in time for sessions and return home on the same day. Please estimate based on the closing date of your Bursary application to completion of the course.

**Estimated dependent care expenses:** This would cover the cost of child care, over and above what you can claim from government – <http://www.gov.uk/help-with-childcare-costs> if you are a UK citizen, also other dependents care costs such as older relatives and family members with disabilities. Please estimate based on the closing date of your Bursary application to completion of the course.

**Other expenses:** Please state any other out of pocket expenses that you would incur to participate in the training. If you have a disability this is where you should include any additional costs. Please estimate based on the closing date of your Bursary application to completion of the course.

**Students with disabilities:** The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Information on the assistance and funding you could receive if you are a UK citizen can be found here: <https://www.gov.uk/dla-disability-living-allowance-benefit>

If you are disabled you might wish to include additional costs such as transport, a carer's fee to accompany you to sessions, study aids etc. to make it possible to undertake training. List all items and cost them.

**Total costs from closing date of application to completion of qualification:** please add together all expenses (fees, travel accommodation etc) from the closing date of your Bursary application to completion of the course.



### Section 3: Financial support

**What would the Bursary funds be used for?** Here you need to identify what an award would help you to do. Are there particular costs such as course fee, or travel expenses etc. that would make the difference if they were funded through a Bursary?

**Have you applied for financial support from other sources?** There are no guarantees that you will be awarded a Bursary – so it is important that you consider applying to other sources to support your training.

As it unlikely that all your costs will be met through a Bursary, especially if you have just begun a three year training programme, it is important that you look at other funding opportunities. Please list here all the places you have applied for funding, this could be a Trust, a local business sponsor or a private donation etc. and the outcome e.g. funding awarded, funding declined or awaiting notification and give dates for all entries.

### Section 4: Income and Expenditure

**Who do you live with at your permanent address?** This is to ascertain whether you are living independently or with others who would be expected to support you, depending on your age. Your age will be determined for financial status, 'dependent' or 'independent', on the date of the application.

**If you are 24 years and under** then you would be usually classified as 'dependent' and should be supported by a parent/carer or a spouse/partner if you are married or live with a partner. You will need to include all income from your parents/carers or spouse/partner as well as your own income (applicant).

**You can be classified as 'independent' if you are 24 years and under** in the following circumstances: your parents/carers are deceased, or you are estranged from your parents/carers and you have been supporting yourself for the past three years. In this instance you would enter your income as 'applicant'. If requested we would expect to see pay slips and P60s as for any 'applicant'.

**If you are 25 years and over** you will be classified as 'independent' (in the form referred to as applicant). You will need to include all income from your spouse/partner as well as your own income.

### Section 5: Qualifications

You need to list all your educational dance qualifications starting with the highest qualification and the highest of your vocational dance examinations in each genre.

### Section 6: Personal statement

This is your opportunity to make a case for why you deserve a Bursary award. Explain what motivates you to teach and what experience has lead you to embark on teacher training. What the training will enable you to learn and experience? **Maximum 500 words.**

The next question is Why do you need a Bursary? Here you will make your financial case outlining why it is challenging for you and your family/spouse/partner, if relevant, to support you to undertake the training. **Maximum 200 words.**

### Section 7: References

You need to submit two references. If you are already undertaking your DDE, one must be from the Approved Dance Centre where you will train for the DDE, the other (or two if you are applying to study for your DDE) from a teacher(s) who know you well and who can support your application for a Bursary to train as a dance teacher.

There is separate Teachers Bursary Reference Form that you need to share with your referee to complete and submit by the application deadline. Please share the relevant link available from [www.istd.org](http://www.istd.org).

Applications without accompanying references will not be considered.

### End of Guidance Notes

**If you have any further enquiries please contact: [bursaries@istd.org](mailto:bursaries@istd.org)**