



ICMP

The Institute
of Contemporary
Music Performance

INTERNATIONAL
AGENTS
HANDBOOK

icmp.ac.uk

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KEY CONTACTS

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Music Performance
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At ICMP, we aim to work with organisations that provide a high level of service to applicants; agents who are recognised as quality service providers, both in their home countries and internationally.

SUBMITTING APPLICATIONS

The agent MUST email bruno.lopes@icmp.ac.uk to notify ICMP of each new application. This should be done as soon as the application has been submitted.

AUDITIONS

Applicants for all courses need to undertake an audition or interview – we call these ‘Assessments’. It’s possible to undertake a digital/online Assessment. For more information, please contact Bruno Lopes.

FOR BEST PRACTICE

Please ensure the applicant states your agent’s company name in the box marked ‘Nominated Name’ on the UCAS form, otherwise we can’t correspond with you regarding that applicant and you may not be eligible to claim commission for them. Please ensure the student’s email address is also provided with their application.

PLEASE NOTE: The students’ UCAS ‘Personal Reference’ can’t be provided by the agent.

WHY ICMP?

At ICMP, we’ve developed our provision over 30 years to ensure that ICMP graduates will enjoy significant advantages as they start out on their chosen musical career path.

OUR LONDON LOCATION

ICMP is located in London, at the heart of the global music industry, giving students unrivalled opportunities to showcase their talent and build that all-important network.

PERSONALISED TEACHING AND LEARNING

ICMP class sizes are small. Advice and support are available at all stages of each course, providing students with opportunities to tailor their own learning to meet their personal needs.

EXPERT TUTORS

ICMP tutors are not only fantastic teachers but also highly experienced players, performers and music business entrepreneurs, bringing unique insight into building a career in the music industry.

QUALITY AND ACCREDITATIONS

ICMP is a respected and accredited member of the UK Higher Education quality community.

We’re part of a small and select group of providers who can use the Quality Assurance Agency’s ‘UK Quality Assured’ kite mark, providing students with reassurance that by choosing ICMP, they’re choosing an institution that has been quality tested in the same way as any other UK university.

LIFE AT ICMP



LONDON'S £1 BILLION LIVE SCENE

London's world-renowned live music scene continues to flourish. In 2017, London was named the busiest city in the world for live music, leaping ahead of both New York and Los Angeles.* The city's live music scene generated over £1 billion in 2016**, demonstrating that London is truly where the opportunities exist for musicians, artists and music entrepreneurs.

* Data from Expedia ** UK Music's 2017 'Wish You Were Here' report



We've always focused on the needs and potential of individual students, ensuring that the education we provide is tailored and personalised, giving them the best chance of success in the very competitive and challenging environment of the music industry.

SOME OF ICMP'S STRONGEST POINTS ARE:

- Alumni success
- Industry connections and collaborations
- Exclusive industry partnerships
- Exciting collaboration opportunities with Tileyard Studios
- Masterclasses
- Inspiring learning environments
- Experienced expert tutors
- The Hub – our link between the classroom and the music industry

COURSES

- BMus (Hons) Popular Music Performance (Guitar, Bass, Drums and Vocal)
- BA (Hons) Creative Musicianship (Guitar, Bass, Drums, Vocal and other instruments)
- BA (Hons) Music Business
- BA (Hons) Songwriting
- BA (Hons) Creative Music Production
- Masters (MMus) in Popular Music Performance
- Masters (MA) in Songwriting
- Higher Diploma in Music Performance (HNC) (Guitar, Bass, Drums and Vocals) – Intensive one-year course, available for entry annually in April and September

Creative Musicianship, Songwriting and Creative Music Production are also available as 1 year CertHE courses.





ACCOMMODATION INFORMATION

ICMP has compiled an 'Accommodation Guide' to help students find somewhere to live quickly and easily. We're also active on several social networking sites (i.e. Facebook and Twitter) where students can meet and talk about issues, including accommodation.



Please ensure the students' offer is 'Unconditional' (and they've obtained a Student Visa if they're from outside of the EU) before booking flights and signing a legal contract for accommodation.

INTERNATIONAL STUDENT SUPPORT AT ICMP

At ICMP, we want students to live their academic life to the full. We've invested in our Student Services to provide them with the very best learning support during their time as students with us. Our dedicated Wellbeing Team offers information and guidance on many aspects of college life, including:

- Disability and dyslexia
- Emotional and psychological difficulties
- General wellbeing
- Performance wellness
- Alexander technique
- Academic tutorials
- Visa support, attendance and assessments
- Pre-arrival
- Accommodation support
- Lifestyle support
- Relocation support



At ICMP, we're committed to promoting fairness and equality throughout our provision. Special care is taken to ensure that students with disabilities are offered support early in the application process.

Students can contact the Student Services team to discuss any of these matters; there are also a wide range of additional support services designed to meet students' academic and welfare needs.



EU COURSE FEES

GUARANTEED FOR STUDENTS STARTING IN 2018 & 2019

EU national students looking to join ICMP in 2018 or 2019 will continue to be eligible for 'home fee status' and have access to student finance.

This entitlement will also remain in place for the duration of the course and applies to both undergraduate and postgraduate courses.

APPLICATION PROCESS

Applying to study at ICMP is a straightforward process and we're here whenever applicants need us to help or discuss the best course option for them. They can simply contact one of our Admissions Advisors who'll be pleased to provide further advice.

All documentation relating to ICMP's admissions processes and policies, including full terms and conditions of enrolment, can be found on the ICMP website.

INTERNATIONAL APPLICATIONS

International students can find detailed guidance regarding applications [here](#), including the latest information for students requiring visa sponsorship.

International students can audition remotely if they can't come to the UK for a live one.

All documentation relating to ICMP's admissions processes and policies, including full terms and conditions of enrolment, can be found on the ICMP website.

Anyone applying for a full-time performance course at ICMP will be invited to audition as part of the application process. Our auditions are very relaxed and free of charge to all potential students. We encourage applicants to attend the audition in person but understand that this isn't always possible so, as a result, online auditions are also available.

The purpose of the audition is to help us determine the applicants' current level of musicianship and knowledge in their chosen area of study. Once they've auditioned, we can provide them with feedback, discuss their study options and advise on which of our courses would be best for them. We'll then guide them through the process of joining their chosen course.

For the BA (Hons) Music Business course, we may be able to make an offer based on the strength of actual and/or predicted grades and the applicant's personal statement; however, we recommend that all applicants book in for an interview with the Programme Leader and/or visit ICMP. This will give them an opportunity to talk to us about the programme, explore career opportunities, and see our facilities.

UCAS FEES

There's a cost for submitting a UCAS application. The amount depends on how many course choices are added. These costs are payable directly to UCAS.

One choice: £13

Up to five choices: £24

UCAS DEADLINES

On-time applications: 15th January 2019 at 18:00 (UK time). Late applications: 30th June 2019 at 18:00 (UK time).

Applications received after 30th June will automatically be considered as part of 'UCAS Clearing'.

All applications received by 15th January must be given equal consideration for places available.

The first deadline for offers to be made to on-time applicants is 31st March. We'll, therefore, aim to have offers made to successful late applicants by mid-May, pending places available.

We aim to have applicants booked-in for an audition/demo and guidelines sent within 48 hours of an application being received. If the application is on-time, and a place has been recommended, we'll aim to have a decision made within seven days of an audition. All decisions and conditions for offers are processed for each applicant through UCAS's Track.



COURSE FEES

Course fees for ICMP music degrees are significantly less than those at many traditional universities, and, also much lower than other UK music education providers - making studying music at ICMP in London great value as well as great fun.

2019/20 COURSE FEES

Higher education courses	Programme length	UK and EU students	Non-EU students	UCAS code
BMus (Hons) Popular Music Performance	3 years full-time	£7,500	£9,700	W315
BA (Hons) Creative Musicianship	3 years full-time	£7,500	£9,700	W3C5
Cert HE Creative Musicianship	1 year full-time	£7,500	£9,700	W35C
BA (Hons) Music Business	3 years full-time	£7,500	£9,700	W375
BA (Hons) Songwriting	3 years full-time	£7,500	£9,700	W3W8
Cert HE Songwriting	1 year full-time	£7,500	£9,700	WW38
BA (Hons) Creative Music Production	3 years full-time	£7,500	£9,700	W100
Cert HE Creative Music Production	1 year full-time	£7,500	£9,700	W374

POSTGRADUATE COURSES

MMus Popular Music Performance	1 year full-time	£8,500	£10,500	N/A
MA Songwriting	1 year full-time	£8,500	£10,500	N/A

ONE-YEAR DIPLOMA COURSES

Higher Diploma in Music Performance	1 year full-time	£7,000	£9,000	W300
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Please note these fees are all subject to change.

Up-to-date details will be published on our website: <https://www.icmp.ac.uk/study-at-icmp/fees>

VISAS AND CAS



Non-EU students require a visa to study in the UK.

TIER 4 STUDENT VISA APPLICANTS

ICMP holds a Tier 4 sponsor status, which enables us to sponsor non-EU students for our courses.

Our Admissions Team is available to give our students clear and concise information about applying for a Tier 4 Visa. We expect that our Education Agents are fully aware of the Tier 4 Visa application process and will provide students with in-country support and up-to-date advice.

Please note that as a Tier 4 sponsor, ICMP is required to provide UKVI with a list of our official representatives.

Please request an up-to-date copy of the CAS (Confirmation of Acceptance for Studies) checklist from our Admissions Department: enquiries@icmp.ac.uk

WHEN SHOULD STUDENTS APPLY FOR A UK TIER 4 VISA?

Tier 4 Visa applications can't be submitted earlier than three months before the start of the course. However, students must complete the CAS checklist well in advance of a Tier 4 Visa application.

We've set multiple deadlines to ensure that the visa can be applied for and processed in plenty of time, allowing students to enrol and settle in an appropriate manner.

CAS

A CAS (Confirmation of Acceptance for Studies) is the document issued to a student by ICMP (the sponsoring institution).

This accompanies their visa application. It's an online form used by the UKVI to assess a students' application. It's very important that they include the same evidence on the visa application as that stated on the CAS.

PLEASE NOTE:

When helping an applicant complete an application form, you **MUST** state the applicant's personal contact details – email, phone number and permanent address. Due to new visa regulations, ICMP won't support a Tier 4 Visa application without all relevant documents being submitted, as stated in the offer letter and CAS checklist.

The amount of money that non-EU applicants need to show is £ 1,265 per month of study, for nine months. This means they must show a minimum of £ 11,385 in their account.

Applicants must show that they've held this money in an account(s) for a minimum of 28 consecutive days, within which the available funds in the account(s) can't have dropped below the equivalent of £ 11,385 at any point.

ISSUING A CAS NUMBER

Please note that course fees are required to be paid in full prior to ICMP issuing a CAS. If the course is longer than one year, then payment in full of the first year's course fees are required.

Once the course fees are settled and a complete set of documentation has been submitted, it will be reviewed by a committee, including members of senior management, before a CAS is issued.

To issue a CAS, ICMP will need to be satisfied that the applicant is eligible for a Tier 4 (General) Student Visa and that all the supporting documentation is fully compliant with UK Visas and Immigration (UKVI) policy. UKVI policy published online can be found [here](#).

Further guidance on UKVI and applying for a Tier 4 (General) Student Visa can be found online by going to the Home Office website.

You will also find lots of useful information on the visa application process and studying in the UK published on the website for the UK Council of International Student Affairs (UKCISA).

EMPLOYMENT RESTRICTIONS WHILE ON A TIER 4 VISA

It's important to highlight that under the current UK Home Office visa guidelines, Tier 4 Visa students sponsored by Private Education Providers, such as ICMP, aren't entitled to work while in the UK.

ENGLISH LANGUAGE REQUIREMENTS

Students coming from countries that are not recognised by UKVI as 'Majority English Speaking Countries' will be required to complete and pass an approved English Language Test.

Countries defined as 'Majority English Speaking' are:

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, The United States of America

If the student is not a national of any of the above countries then they will be required to complete an English Language Test.

The test must be booked at a UKVI approved SELT Test Centre as listed on the Home Office website. (<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>) The only test accepted by UK immigration that is available outside of the UK is the IELTS test. This must be the IELTS (Academic) for UKVI test. (Please note, if the test is not "for UKVI" then it will not be accepted.)



COMMISSION CLAIM AND PAYMENT PROCESS

Agents must notify ICMP of each application they submit by emailing bruno.lopes@icmp.ac.uk as soon as the student's application is submitted to ICMP.

UCAS APPLICATIONS

For best practice, please ensure the applicant states your agent's company name in the box 'Nominated Name' on the UCAS form, otherwise we can't correspond with you regarding that applicant and you may not be eligible to claim commission for them.

DIRECT APPLICATIONS

For best practice, if you recruit a student, your agency/company's name must be stated on the student's application form.

PAYMENT TERMS ARE AS FOLLOWS

- A** Commission will be paid by bank transfer to the agent within a maximum of 30 days from the point at which full course fees for each student have been cleared in the company's bank account and the agent has issued the company with an invoice.
- B** For the avoidance of doubt, payment shall be made in GBP at the agreed rate gross of tax or any other deductions and without adjustment for any exchange rate fluctuations.
- C** The agent, being responsible for all matters relating to tax and other deductions, indemnifies the company against any such claims arising anywhere in the world.

PLEASE NOTE:

If a student receives counselling from your agency but proceeds to submit an application independently (i.e. the student doesn't record the agent's name on the application form), your agency can still claim commission for the student by submitting a confirmation email to ICMP regarding the student's application. This confirmation must be received within 48 hours (or two working days) of the application being received by ICMP.

The courses that the agent is authorised to recruit students onto, together with the course fees and commission rates, are stated in Appendix I of the Agreement for International Recruitment.

TUITION FEE PAYMENT OPTIONS + TERM DATES

If the applicant won't be receiving a tuition fee loan, or if the fees for the chosen course are more than the tuition fee loan the applicant receives, a payment will have to be made towards the outstanding balance of the course fees.

The course fees are due on 13th August 2018 for courses starting in September or one month before the start of the course for those starting in April.

If the applicant requires a Tier 4 Visa to study, the annual course fees need to be paid before ICMP can issue a CAS number to support the visa application. Further guidance on Tier 4 Visa applications and the required supporting documentation is available from our Admissions Team.

COURSE FEES CAN BE PAID BY THE FOLLOWING METHODS

BY CHEQUE

Send a cheque made payable to 'ICMP Management Limited' with the applicant's name on the back.

BY CREDIT/DEBIT CARD

To make a payment with a debit or credit card, please call us on 0044 (0)20 7328 0222.

BY BANK TRANSFER

When making a bank transfer, please notify us via email at finance@icmp.ac.uk when the payment has been made and ensure the student's name is used as the transfer reference.

Bank Name: Bank of Scotland

Account No: 06041723

Sort Code: 12-11-03

Swift Code (BIC): BOFSGB21238

IBAN number: IBAN GB76 BOFS 1211 0306 0417 23

Reference:

'Please quote applicant's name as reference'

BY DIRECT DEBIT

Payment by Direct Debit is also available. Please contact us to arrange on 0044 (0)20 7328 0222 or email finance@icmp.ac.uk



UNDERGRADUATE TERM DATES 2018/19*

INDUCTION/FRESHERS' WEEK

17th to 21st September 2018

TERM 1

24th September to 14th December 2018 (Weeks 1-12)

TERM 2

14th January to 5th April 2019 (Weeks 13-24)

*Term dates for Postgraduate and part-time courses differ – please check www.icmp.ac.uk for the exact dates or contact the Admissions Team on enquiries@icmp.ac.uk

FAQS



WHAT HAPPENS IF TWO OR MORE AGENTS CLAIM COMMISSION FOR THE SAME STUDENT?

The name of the agent whose agency name is on the student's application form is considered the agent entitled to commission.

OR: If the student's application doesn't reference any agent, the agent who submits confirmation by email to ICMP first is considered the student's agent and is entitled to commission.

PLEASE NOTE:

This confirmation must be received within 48 hours (or two working days) of the application being received by ICMP.

CAN A STUDENT VISIT ICMP TO SEE THE FACILITIES?

Yes. We recommend attending one of our regular Open Days (Saturday). If a student would like to visit during the week (Monday to Friday), please email bruno.lopes@icmp.ac.uk to arrange an appointment.

DO STUDENTS NEED TO COME TO ICMP TO AUDITION?

No. ICMP will email the demo guidelines for remote auditions to students overseas who are applying for Performance and Production courses.

For Music Production courses, we'll request that the applicant submits a portfolio and will arrange a phone interview.

ARE THE APPLICANT'S ACADEMIC QUALIFICATIONS AS IMPORTANT AS THE AUDITION?

Yes – please pay close attention to the conditions of the course offer. After the audition, the applicant will receive a 'recommendation' for which course the assessor believes they would be suitable for.

Only a recommendation for the desired course, in combination with the academic qualifications meeting our entry requirements, will guarantee a place on the course. All conditions to the offer can be found in the offer email and/or in UCAS Track (if the application was submitted through UCAS). Applicants are advised to consider the academic requirements as well as the practical ones.

CAN STUDENTS PRACTICE AT ICMP?

Our facilities are fully equipped and open to students from 09:00 to 23:00 (Monday to Friday) and 10:00 to 22:00 (weekends).





Registered name and address: ICMP Management Ltd, 1B Dyne Road, London NW6 7XG.
Company registration number: 04780788

icmp.ac.uk