

# ICMP Audition Bursary

## Application Form Guidance Notes 2019

**Before completing the application form please read these guidance notes.**

The Audition Bursary provides a financial contribution towards the cost of travel and/or costs associated with attending an ICMP audition for any undergraduate programme for 2019 entry.

### **How much will be covered?**

A contribution of up to £50 will be paid retrospectively upon receipt of proof of travel or other legitimate expenses.

### **Who can apply for the Entrance Bursary?**

To be eligible applicants must be facing financial hardship which would normally prevent them from attending an audition at ICMP. Scans and/or Screenshots of evidence (travel documents, tickets, official letters) are acceptable, providing they are legible and it is clear they are of an authentic/original document. All evidence should be sent to [bursaryapplications@icmp.ac.uk](mailto:bursaryapplications@icmp.ac.uk).

Applicants will be eligible to apply if; they are applying for the 2019 intake on an undergraduate programme, have attended an audition in the current admissions cycle (1<sup>st</sup> September 2018 and 30<sup>th</sup> August 2019), meet the criteria for a 'home (UK) student' and one or more of the following criteria apply:

- In Care or a Care Leaver.
- A household (pre-tax) income of less than £25,000. The gross income of all those in your household (e.g. your parents or your partner).
- Their Home address is considered to have a low participation rate (as defined by the Office for Students).
- In receipt of Income Support, or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- In receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
- In receipt of Free School Meals.

### **Providing Evidence**

Evidence is required to ensure that the applicant meets the necessary eligibility criteria, **relevant evidence must be provided as an application cannot be processed without it**. All evidence provided will be treated in the strictest confidence. Examples of acceptable evidence is as follows:

#### ***In Care or Care Leaver***

- written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services.

#### ***Income Support***

- a copy of the Income Support award notice. They must be entitled to the benefit in their own right.

#### ***Universal Credit***

- A copy of the Universal Credit Award notice. They must be entitled to the benefit in their own right. They must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the applicant's name, a child benefit receipt, children's birth certificates, utility bills etc.

**Universal Credit/Employment and Support Allowance and Disability Living Allowance**

- A copy of the applicant's Universal Credit or ESA award from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

**A household income of less than £25,000**

- Evidence of household income showing who lives in the house and their related incomes. This may be Council Tax, P60 or Housing Benefit evidence showing who lives in the household, along with proof of low income.

**Low participation rate (as defined by the Office for Students)**

- Proof of Address - no more than 3 months old.

**Defining In care and care leavers**

In care is defined as Children looked after by a local authority on a voluntary basis or under a care order.

A 'care leaver' is defined as:

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16

**Definition of a 'Home (UK) Student'**

To qualify for 'Home' fee status a person must fulfil all of the following criteria:

- must be settled in the UK on the first day of the first academic year of the first year of the course.
- must also have been ordinarily resident in the UK and Islands (the Islands means the Channel Islands and the Isle of Man) for the full 3-year period before the first day of the first academic year of the first year of the course.
- the main purpose of the residence in the UK and Islands must not have been to receive full-time education during any part of that 3-year period.

**Application Deadline**

- The last date to submit an application in this cycle is 30<sup>th</sup> August 2019. Applications can be submitted on the day of the audition to any member of the admissions team. This is a limited fund which will be allocated on a first come first served basis to those applicants who meet the criteria as specified above. Applicants cannot apply twice in the same admissions cycle.

**Decisions**

- Applicants should expect to receive a response within 10 working days.

**Providing Evidence**

- Evidence is required to ensure that the applicant meets the necessary eligibility criteria, relevant evidence must be provided as an application cannot be processed without it.

**Data Protection and confidentiality**

- All information and supporting documentation supplied by the applicant as part of their application will be used for the sole purpose of assessing your application. The original application, including the outcome of the application, will be held and maintained in accordance with the provisions of the General Data Protection Regulation (GDPR).