

# **Guildhall School Financial Awards 2019/20**

## **Financial Awards, Scholarship Applicants and Award Holders Terms and Conditions**



Please read this document carefully and ensure that you understand the conditions of a Guildhall School Financial Award, which includes Guildhall School Scholarships, Access Bursaries, Fee Waivers and Placement Award. The Guildhall School reserves the right to withdraw any award if these terms and conditions are not adhered to.

### **All Guildhall School Financial Award Holders are subject to the following terms and conditions:**

1. You must have completed a Financial Awards Form (ALL recipients of a Guildhall Scholarship are required to complete this form for donor relation and fundraising activities).<sup>1</sup>
2. You must be prepared to submit documentary evidence (e.g. payslips, tax return, bank statements, evidence of benefits) to support SECTION B on your *Financial Awards Application Form* if requested.<sup>1</sup>
3. A Guildhall School Financial Award covers the 2019/20 academic year only. You will need to apply again in the January of the 2019/20 academic year to be considered for funding in 2020/21
4. You must formally accept your Award (agreeing to these Terms and Conditions) by the given deadline; failure to do so could result in your award being transferred to another student which may jeopardise your place on the course.
5. You are required to fully enrol for the academic year in line with the Tuition Fee Payment, Enrolment and Debt Collection Policy and have cleared all debts from previous study at the School.
6. If in receipt of an award for maintenance, you are required to open a UK Bank Account to receive payments and provide details to the School via eGo by the Term 3 disbursement date at the latest.
7. You are required to participate and attend all projects and performances allotted to you.
8. Any lack of commitment to the School and its activities, including attendance of classes, lectures and seminars, may result in partial or total withdrawal of any award made.
9. You should also set an example to your fellow students by responding promptly to all School communications; especially with regard to the adherence to all deadlines .
10. Unless exempted, then as directed by the School's Development Department, you will be expected to maintain contact with the donor of your award and participate in various donor relations activities appropriate to your award (Named Award Holder or General Award Holder), including:
  - a. Attend your subject's scholars' induction session at the beginning of the Autumn Term
  - b. Write an autumn term introductory letter to your supporter and upload the letter to eGo (Named Award Holders only)
  - c. Be available to attend the Supporters' Evening in the Autumn Term (Named Award Holders) and the Scholar's Recital in the Summer Term (Named Award Holders AND General Award Holders)
  - d. Write an end-of-year report to your supporter in the Summer Term and upload the report to eGo
  - e. Your award from the Scholarships Fund should always be credited in your biography and CV. If you have a Named Award please make sure that the correct title for this appears in publicity.
11. You may be required to undertake some administrative duties within the School. This will be for a maximum of 20 hours in the year and may involve stewarding or office work.
12. There is no automatic transfer for an award of fees to maintenance.
13. You must ensure that you keep any award correspondence in case it is required in future.

14. You must inform the School if, at any point, there is any significant change to your financial circumstances (e.g. an external award).
15.
  - (a) If your circumstances change at any point before or during your studies (e.g. Fee Status, Mode of Attendance, intermission, withdrawal, change of programme/department etc.) The School reserves the right to amend your scholarship accordingly, including withdrawing the award under special circumstances.
  - (b) If you are in receipt of a named award, please contact the Development Office (phone or email) to discuss how your change of circumstances will be reported to your supporter(s). Please note that in the event of termination of student status by the Student Disciplinary Committee, or other imposed termination of studies, your supporter will be told that you have been expelled, and you may be required to repay scholarship monies already awarded.

### **Tuition Fee Awards**

If your award is for part-fees and you wish to pay the remainder in instalments, please refer to the Tuition Fee Payment, Enrolment and Debt Collection policy - Appendix A for instructions how to calculate each instalment due. If you are awarded a Guildhall School Tuition Fee Financial Award but fail to submit a *Financial Awards Application Form* or accept your Financial Award offer as requested then you will become additionally liable for the value of the Tuition Fee Financial Award. This will be recovered via the Tuition Fee Payment, Enrolment and Debt Collection policy.

### **Maintenance Awards**

If you are awarded a Guildhall School Maintenance Scholarship or Access Bursary this will be disbursed in three equal instalments to a UK Bank account by the end of week 2 each term.

The first instalment of maintenance funding will not be disbursed until:

- You have submitted a *Financial Awards Application Form* and accepted your Financial Award offer,<sup>1</sup>
- You have provided UK bank account details via eGo,
- You are fully enrolled.

<sup>1</sup>A separate application process is used for Production Arts work placement awards which are also paid in a single instalment however all other T&Cs are applicable.

### **How we use your data**

Information collected during the Financial Awards application process will be combined with other information held by the School and is used to assess eligibility and priority for Financial Awards and for donor allocation purposes. Information is also used for future planning, analysing and predicting trends and statistical purposes.

Information that you have consented to share with us from relevant external bodies such as Student Finance England may also be used.

If you are in receipt of a named award for administration and stewardship purposes we may need to share some personal details with your appointed donor. This is so that we can keep donors up to date with the progress and success of their scholarship student and in some cases, use this information to confirm with the donor that we are fulfilling the terms of their funding agreement. Not sharing these details may result in us not being able to process your scholarship award. If you would like more detailed information about the details we share, or have any questions about this process please contact the Guildhall School Development Office: [development@gsm.ac.uk](mailto:development@gsm.ac.uk)

Please see the [School's Privacy Notices](#) for more information about how we use your data.