2027 Short Courses & Summer Schools Participation Bursaries

What is a Participation Bursary?

As part of Guildhall School of Music & Drama's commitment to Access and Participation, we offer a Participation Bursary for eligible applicants to cover the costs of attending some of our Short Courses & Summer Schools, providing those without previous experience of higher education an opportunity to experience conservatoire style teaching. Full bursaries are available for both on-site and online courses, with half bursaries also available for on-site courses only.

Please ensure that you read the following guidance fully before starting the online application form.

Am I eligible for a Participation Bursary?

YOU MUST

- Have **no** previous experience of higher education
- Be UK-domiciled
- Be between the ages of 11 and 19 on the start date of the course

AND meet **one** of the following criteria:

1) Be in care or a recent care leaver*
2) Live in a household which receives income assessed benefits
3) Be a recipient of means tested financial support at a Guildhall Young Artists centre.
4) Live in a household with a residual annual income** of below £33,000 for a full bursary *(all courses)*, and between £33,000 and £46,000 for a half bursary *(on-site courses only)*

Recent Care Leaver *means someone who has been in local authority care for at least 13 weeks in the last 5 years (note, these do not have to be consecutive weeks).*
****Residual Household Income** *is income left after deductions are made for dependents. We deduct £1,130 for each dependent child in the household. Evidence will be required.*

How will you know if I am eligible?

Every applicant must provide evidence which demonstrates their eligibility. Examples of accepted evidence for each criteria can be found on page 3. Where the applicant is eligible for criteria 4 only, the Income Assessment on page 3 **must** be completed and submitted with the evidence. Bursaries cannot be awarded if supporting evidence is not provided. *We accept photocopies, scans and photographs of required evidence, and a hardcopy is not necessary. However we cannot accept any evidence that is not clear or of poor quality.*

Is there a residency requirement?

Every recipient must be UK-domiciled, and ordinarily resident in the UK. Participation Bursary applications for **online courses** are welcomed from applicants across the UK. Participation Bursary applications for **on-site courses** are welcomed from applicants across, and on the outskirts of, London, providing daily travel to London for the course is practical. If you do not ordinarily live within reasonable travel distance to the School, but attending an on-site course is possible (e.g. you have family who you will stay with in London), please email the Access and Participation team so that they know this when shortlisting. You should check with the team pre-application if you have questions about residency requirements.

I've previously received financial support for a Short Course – can I apply again?

Yes! However please note that a limited number of bursaries are available, and so if an applicant has been awarded a Participation Bursary in the current academic year, other applicants will be prioritised during shortlisting for later courses.

Are travel and accommodation bursaries available?

On-site accommodation will not be available for any short courses in 2026. Therefore, we are unable to provide any funded accommodation, and you should take this into consideration when applying for a short course. If you currently attend a Guildhall Young Artists centre and daily travel to Guildhall School is practical, and you require support with travel costs, please contact the Access and Participation team.

How do I apply for the Participation Bursary?

If you believe you satisfy the eligibility requirements and would like to apply for a Participation Bursary please complete the online application form, which can be found on our website.

- If you are **18 or 19** please complete the form yourself.
- If you are **16-17** you can complete the form yourself but a parent/carer must provide consent.
- If you are **aged 11-15** a parent or carer should fill out this form on your behalf.

The list of eligible courses on the application form will be updated as new courses are confirmed.

Please ensure that you upload the necessary evidence with your application – you should prepare this before you begin your application.

When do I need to submit my application?

Applications will be accepted until midday on the following dates:

Monday 1st March – Spring Courses

Monday 26th April - Summer Courses

Late applications **will not be considered**.

Do any courses require an additional application?

Advanced Music Theory: Grade 6 and Advanced Music Theory: Grade 8 require participants to complete an application form before being accepted onto the course (See webpages for individual courses). Applications are reviewed every few weeks by the lead tutors for these courses, who then confirm whether the applicant is of the correct level of the course or not. Participation Bursary applicants, who are at the required level, will then be asked to complete a form for a participation bursary. As there are limited bursaries available for these courses, acceptance onto the course does not guarantee a participation bursary will be given.

What happens next?

Participation Bursary applications will be eligibility assessed within two weeks of being received. If ineligible, the applicant will be informed immediately. If eligible, the application will be considered alongside all other eligible applications **after the relevant deadline**. Bursaries are limited and **not allocated on a first come, first served basis.** Where shortlisting is required, the information provided in the application form will be used to assess who will most benefit from the Participation Bursary. Applicants will be notified of the outcome as soon as possible after the deadline has passed.

If your Participation Bursary application is successful you will be asked to complete the online registration form for the Short Course that the bursary is awarded for. The place on the Short Course is **not official** until the registration form has been completed – however, if a Participation Bursary is awarded, then a place on the course is **reserved** until **the deadline specified in the offer email**. This deadline will differ depending on the course you are applying for. If the registration is incomplete at this point, the place will be released and the Participation Bursary withdrawn.

What if I miss my short course?

We expect that recipients of a Participation Bursary will attend the full course it is awarded for, so that they get the most possible from the experience. However, we appreciate that a participant may fall ill or experience unexpected circumstances that mean they cannot attend a day, or that they need to withdraw from the course completely. Should a participant need to withdraw from a spring short course before it begins because of illness or unavoidable circumstances (e.g. a bereavement) their place can be transferred to a suitable summer course. For summer courses, the participant would be required to reapply for a Participation Bursary the following year, so that we can reassess eligibility. *Please note that a change in plans (e.g. booking a holiday), will not be an acceptable reason to transfer a Participation Bursary from spring to summer.*

Where can I get help if I need it?

If you have any questions about filling in the application form or supplying evidence, then please contact the Access and Participation Team on access@gsmd.ac.uk.

Are all of the eligible course guaranteed to run?

Unfortunately, we are unable to guarantee that all the eligible courses will run. There are a minimum number of participants required for each course so if there are not enough applicants, the course will be cancelled. We will let you know if a course will not run as soon as possible. We may offer you a space on a different course or the option to reserve a space on the course if it runs again.

Eligibility

Applicants must meet one of the following criteria:

1) I am currently in care or a recent care leaver
2) I live in a household which receives income-assessed benefits*
3) I currently receive means tested financial support from Junior Guildhall or CYM
4) I live in a household with an annual income of below £46,000 per year

**the following are considered to be income-assessed benefits.*

- Free School Meals
- 16-19 Bursary
- Income Support
- Income-related Job Seekers Allowance
- Income-related Employment and Support Allowance
- Carer's Allowance
- Universal Credit
- Local Authority Housing Benefit
- Council Tax Support (excluding the single occupancy 25% discount)

This income assessment should be completed for criteria 4
You only need to complete this assessment if you do not meet criteria 1, 2 or 3.

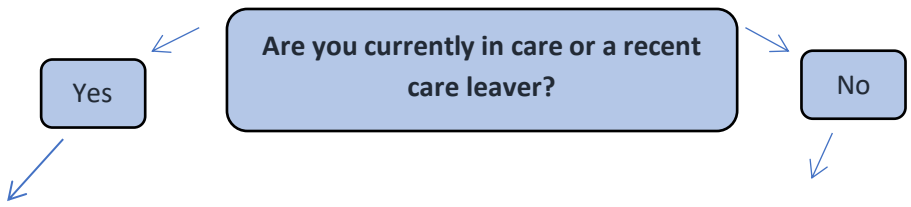
Please provide details of your:

Annual household income from employment or self-employment **after tax & National Insurance**	£
Expected annual household income from maintenance/child support payments	£
Annual working tax credits or child tax credits	£
Total household expected income from state benefits	£
Total household expected income from occupational pension(s) or private pensions	£
TOTAL	£

How many dependents (such as children) do you have living in your household? ☐

Guide to supporting evidence for the Participation Bursary

Supporting evidence is required with **every application**, to demonstrate the applicant's eligibility. Evidence must be uploaded with the application or sent to access@gsmd.ac.uk when the online application is submitted. Please ensure you include the full name of the applicant in the body of your email.



Please submit proof of your time spent in care such as a letter from a social worker. You do not need to submit any information about your income.

Do you currently receive means-tested financial support from CYM or Junior Guildhall?

No

Yes

Please ask a member of the office team at CYM or Junior Guildhall to email access@gsmd.ac.uk with confirmation of the financial support and amount received.

Do you live in a household which receives income-assessed benefits?

Yes

No

Please send a copy of a **recent** letter that outlines your entitlement to an income-assessed benefit. Please ensure that this letter also contains the applicant's home address.

Accepted income-assessed benefits can be found on page 3.

Please ensure you have completed the household income assessment on page 3, and include this with the evidence you send. You will also need to submit:

- One piece of evidence to show your household income such as wage slips or a letter regarding a tax credit award.
- One piece of evidence to show the number of dependents you have in the household such as a child tax credits letter.

TERMS AND CONDITIONS

By applying for a Participation Bursary, you:

- confirm that the statements made by you throughout the application form are correct. Guildhall School reserves the right to withdraw or amend any offer made or terminate any subsequent registration should the statements be found to be incorrect.
- agree to the Guildhall School of Music & Drama processing personal data contained in this form, or other data which the School may obtain from you or other people, for purposes connected with your participation on the summer school, your health and safety or for any other legitimate reason. Photographs taken during productions and concerts may be used by the School for marketing purposes, including in its prospectus, events brochures, and website. To comply with statutory and government requirements, data may be disclosed to external agencies such as: Office for Students, Higher Education Statistical Agency, Home Office, UKVI. Should you require a visa to study in the UK, the Guildhall School may need to discuss details of your application with the UKVI (UK Visas and Immigration). The UKVI is part of the Home Office. The Guildhall School is bound by the Data Protection Act and from the 25 May 2018 the General Data Protection Regulation, meaning that the School can only discuss details of the application with the applicant named on this application unless the applicant gives their permission.

DATA PROTECTION STATEMENT

The Guildhall School of Music & Drama is a department of the City of London Corporation. The management of data is informed by the City of London's Data Protection Policy which is available through the Chamberlain's Department, Guildhall, London. From 25 May 2018 the School will manage your data in accordance with the General Data protection Regulation further details including all the School's privacy notices can be found at gsmd.ac.uk/privacy

PRIVACY POLICY & TERMS AND CONDITIONS OF SHORT COURSES

Please see: https://www.gsmd.ac.uk/about_the_school/about_us/policies/privacy_notices/
A separate form will be sent out to participants in respect of consent to photography.

Terms and Conditions for Short Courses can be accessed at https://www.gsmd.ac.uk/youth_adult_learning/short_courses_summer_schools/terms_and_conditions/