

Guildhall School Emergency Support Fund

The Emergency Support Fund is not an alternative to scholarship; it is there to assist students who due to unforeseen circumstances find themselves in temporary financial hardship* Additionally, the Emergency Support Fund may make a contribution towards assessments and/or specialist equipment in respect of students with a disability where this is not covered by DSA.

** The Panel considers hardship to be where a student does not have sufficient funds to cover basic living costs such as food and rent in the immediate future and has no recourse to other funds.*

The **Emergency Support Fund Panel** comprises:

- Head of Student Affairs (in the Chair)
- Representative from the teaching staff of Music Department
- Representative from the teaching staff of Production Arts Department
- Representative from the teaching staff of Acting Department
- Senior Student Funding Officer
- Head of Access and Participation
- Student Affairs Administrator

Quoracy: any three members

The Emergency Support Fund Panel will meet as often as necessary for the timely consideration of applications, usually fortnightly. It will also consider applications by circulation when necessary.

Eligibility

Applicants must be fully-enrolled students of the School registered on:

- a validated higher education programme, or
- the AGSM, or
- Advanced Certificate programme, or Short-term Study Music programme, or The Erasmus scheme.

The Emergency Support Fund is not available to extra mural students, “visiting students” or Fellows, or participants on other courses offered by the School not listed.

Application process

The Head of Student Affairs is empowered to make small cash awards in emergency situations (up to £100).

All applicants must complete the Emergency Support Fund application and provide supporting evidence of hardship including recent bank statements balance on the day of application, Student Loan Company documentation, and other sources of income.

A student may be expected to meet with the Head of Student Affairs (or nominee) as part of confirmation of an award. Student Affairs are also able to provide support for completing the application.

Application consideration

Each application will be considered on its merits.

The Committee will consider:

- The circumstances surrounding a student’s hardship
- A student’s income and expenditure
- Bank statements showing balance(s) at time of application and other savings and other investments
- Any scholarship the student is already receiving from the School
- Any outstanding tuition fees owed
- A student’s ability to work to support themselves
- Any Emergency Support Fund grants previously awarded and any expectations set out when that award was made (e.g. seeking budgeting help, seeking paid employment etc)
- Any disability needs not covered by DSA.

The Emergency Support Fund will **not** provide awards for:

- Tuition fees, library fines or other debts to the School
- All equipment required for courses e.g. clothing for performance or practical classes, musical instruments, computer equipment and software
- Travel to home address (UK or abroad) except in extraordinary circumstances (e.g. serious illness of a relative, or death in a family)
- Competition fees or travel to competitions or similar
- Headshot photography
- Health & Welfare services that are already provided by the School
- Legal Fees
- Luxury items

Awards will range from £50 to £1200 depending on circumstances. There is no standard award amount and an award to one student does not set a precedent in respect of an award to another student.

Student Visa students are sponsored by the School on the understanding that they have provided evidence, acceptable to the UK government, that they can support themselves and will have no need for recourse to public funds. A Student Visa student may apply for the Emergency Support Fund but the Panel will need to be assured of the unforeseen and temporary nature of the financial hardship.

Decision

The offer of an Emergency Support Fund award is entirely at the discretion of the Panel and the Panel's decision is final. However, an unsuccessful applicant may resubmit an application with new or additional information at any time.

Data Usage

Data collected on the application form will be used solely for the purpose of assessing applications and for statistical, monitoring purposes and audit purposes.

However, information provided in a statement that indicates a potential student welfare issue will prompt the Head of Student Affairs to contact the student concerned.

Supporting financial documentation will not be kept after a final decision on a student's application has been made and will be deleted within the academic year.

Anonymised case studies of applications may be used for information services to students or for raising money for the Emergency Support fund.

Last Reviewed: February 2024