

Guildhall School Financial Awards

Financial Awards, Scholarship Applicants and Award Holders

Terms and Conditions

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

These terms do not cover fee bursaries or stipends awarded as part of a postgraduate research studentship. If you are in receipt of a PGR studentship you will be sent separate terms and conditions.

Guildhall School financial awards cannot be deferred. Offer holders who are in receipt of an award and who subsequently defer their place must rescind the award. Such candidates are eligible to re-apply for financial awards in the following admissions cycle and they will be considered equitably alongside the application cohort for their enrolment year.

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

1. You must have completed the appropriate application form (ALL recipients of a Guildhall Scholarship are required to complete this form for donor relation and fundraising activities).
2. You must be prepared to submit documentary evidence (e.g. payslips, tax return, bank statements, evidence of benefits) if requested.
3. Guildhall School Financial Awards (except Postgraduate Research Fee Bursaries) cover one academic year only. You will need to apply again from January of that academic year to be considered for funding in the following year. Postgraduate Research Fee Bursaries are awarded for the duration of study up to the maximum period of registration (usually 4 years full time, 7 years part time). Any candidate not submitting for examination within this time and requiring an extension, may be liable to pay full fees.
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 your programme.
5. You are required to enrol fully for the academic year in line with the Tuition Fee Payment, Enrolment and Debt Collection Policy and to have cleared all debts from previous study at the School.
6. You are required to engage, participate and attend all projects and performances allotted to you.
7. Any lack of engagement with the School and its activities resulting in action taken under the academic engagement section of the Academic Regulations may result in partial or total withdrawal of any award made.

8. All awards are subject to exemplary behaviour. Any substantiated misconduct 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. 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.
11. There is no automatic transfer for an award of fees to maintenance.
12. You must ensure that you keep any award correspondence in case it is required in future.
13. You must inform the School if, at any point, there is any significant change to your financial circumstances (e.g. an external award).
14. 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.

Access Bursaries

15. The Access Bursary is funded through the School's Access and Participation Plan, regulated by the Office for Students, who requires robust evaluation of all activity. As such, recipients are expected to engage fully with the evaluation of the Access Bursary, to help the School understand the impact it has. Details of the evaluation will be circulated to recipients upon confirmation of the Access Bursary. Failure to engage with evaluation could affect the School's ability to offer the Access Bursary in future years and therefore failure to engage in evaluation activity could disbar you from future funding. Recipients will also be asked to contribute to Access and Participation activity and developments where possible.

Tuition Fee Awards

16. 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 for instructions on how to calculate each instalment due.
17. 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

18. 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.
19. If you are granted an Access Equipment Fund award, this will be paid in a single instalment at the start of your programme.
20. If you are awarded a Production Arts work placement award, this will be paid in

a single instalment.

21. 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,
 - You are fully enrolled,
 - You have provided your UK bank account details via eGo (failure to do so by the Term 3 disbursement date at the latest will result in your award being withdrawn).

Scholarship Named and General Award Holders

22. Unless exempted, then as directed by the School's Development and Alumni Relations Office, 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 thank you letter to eGo (Named Award Holders only)
 - c. Be available to attend the Supporters' Evening in the Autumn Term (Named 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. This relates to any award received over the course of your studies
 - f. Be sensitive with your personal data. We advise that you do not put your personal email address, home address, and phone number on your letter correspondence with donors. We advise that correspondence be shared via the Development office. We encourage you to use your School email address rather than personal contact information for such communications while you are still a Guildhall School student. If you have the email address of any donor, you should not share this.
 - g. Under no circumstances should you approach any donor for additional funding, both before and after graduation. This can risk complete withdrawal of funds affecting future students.
23. If you are in receipt of a named award and your circumstances change, please contact the Development Office (development@gsmd.ac.uk) 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 your student status has been terminated and for disciplinary matters you may be required to repay scholarship monies already awarded.

How the School uses 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 the School 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 the School may need to share some personal details with your appointed donor. This is so that the School 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 the School is fulfilling the terms of the funding agreement. Not sharing these details may result in the School not being able to process your scholarship award. If you would like more detailed information about the details the School shares, or have any questions about this process please contact the Guildhall School Development Office: development@gsmd.ac.uk

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

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