

City & Guilds of London Art School is a not for profit Higher Education provider with charitable status. The Art School has a mission to support individuals who possess an appetite and aptitude for our courses but might not otherwise be able to study with us. As we expect students to commit to an intense and full programme of study we recognise that they may require financial assistance with their course fees. Consequently, we work with charitable trusts and foundations, as well as private individuals, to provide bursaries for some students.

### 1 Can I apply for a tuition fee bursary?

To apply, you must have first accepted an offer to study at the Art School. Given the limited number of bursaries we are able to provide, we must prioritise those on the lowest incomes and would therefore normally expect your household income should not exceed £26K (or be below £40k where there are a number of dependents in the household).

### 2 What are the criteria for tuition fee bursaries?

There are different criteria depending on the provider and may be related to subject, location, age, or financial circumstances. Should your application be successful we will match it to a benefactor based on your circumstances. For Foundation applicants we prioritise applications from prospective students who live or study in the London boroughs of Lambeth or Southwark.

### 3 Do I have to apply for a tuition fee bursary each year?

Yes, financial assistance is applied for, and allocated on, an annual basis. If you were to progress onto one of our undergraduate courses you would need to make a fresh application.

### 4 How much are the bursaries worth?

Bursary grants are made according to the monies the Art School has available each year and according to resources made available by our supporters and donors. We endeavor to match bursaries to financial need, but cannot necessarily award a full bursary.

### 5 How would I receive my bursary?

Grants are paid directly by donors and supporters to the Art School and are allocated towards your course fees. Grants may be disbursed either termly or at the beginning of the academic year, depending on the amount or the source of funding. If you're successful, you will be advised by email.

### 6 Is there an expected level of academic achievement?

All grant recipients are expected to provide annual (sometimes termly) illustrated reports on academic progress that meets a minimum academic standard. You may also be required to attend events sponsored by your benefactors.

**(cont.)**

## Grant and financial assistance application process

You will need to submit the following items:

- A. A completed [financial assistance application form](#)
- B. Your CV;
- C. A [short-illustrated Statement](#) (500-1000 words, describing: geographical, familial and educational background; life achievements; and future aspirations) which should ideally include a picture of you and images of your artwork (with title, dimension, media, year of production). **Format: Word document.**
- D. **Any documentation to evidence the contents of the application: proof of household income, student loan letter, benefit letters, P60/accounts etc.**

You should submit item A, the application, via the [Online Form](#). Please email items B, C and D to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk). PLEASE WRITE YOUR **FULL NAME AND COURSE OF STUDIES** IN THE SUBJECT HEADER.

The Bursaries Panel reviews all the applications received and determines the distribution of awards.

We will let you know whether you have been awarded financial assistance as soon as we are able.

Note 1: all documents provided are treated with strict confidentiality, however should the application require referral for final approval, the illustrated statement will be shared with the necessary third parties (e.g. prospective benefactor/s )

Note 2: please make sure that the email sent has left your outbox. If you have problems in sending all the documents please refer to other alternative ways to submit your application as provided in the application form or email [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) for advice.

## Grant and financial assistance application timeline

**First time applicants:** application deadline is 31 May. However, if you depend on funding in order to accept the course offer, you must submit your application as soon as possible. The timeline of response will vary according to the time that the application is submitted, but we will aim to provide you with a response as soon as possible after you have submitted the application. So that your application can be assessed, please ensure you complete the application form fully and that you submit all relevant documentation.

## Grant and financial assistance application guidelines

The form is divided in different sections:

### Personal details

Basic course, personal and contact details. You must ensure to provide a correct email address as this is how we will communicate with you.

### Dependency

If you are the income provider (or one of them) please include the number of people who depend on you.

### Employment & income

This part refers to details of any employment you currently have (the panel will take into account if you will need to withdraw from full-time employment during your period of studies). You will need to provide information on all your household's income, including yourself, your partner and your parents or other main provider if you are still living at home. You should add the information on an extra sheet if necessary. You must also provide evidence of your financial circumstances together with your application.

## **Funding Plan**

The main purpose the 'Expenditure' and 'Funding Plan' sections is to provide an overview to help you to budget for your period of study.

### **Study costs**

While you may know some of the figures accurately (e.g. fees) most of the information within this section will be expected to be an estimate.

### **Domestic costs**

Same as above. The total costs of both subsections should match the TOTAL FUNDING PLAN (in the FUNDING PLAN section).

### **External funding**

If you have applied, or are planning to apply, for external funding please input the information in this section even if you have not yet received the outcome of your application. State 'successful', 'rejected' or 'pending' as appropriate in the last column).

### **Other Funding**

You must submit a breakdown of where the funding will come from to cover the expenditure provided in the 'Expenditure' section. E.g. if in 'Expenditure', the total is £10,000, in 'Funding Plan' you must explain where you are expecting to source the £10,000 from (i.e. parents/guardian/partner/spouse, and/or salary, and/or savings, and/or, bank loan/overdraft, and/or Student Loan, and/or CDL and/or other charities, and/or others). The 'Total Funding Plan' should be the same amount as 'Your Total Costs' in Expenditure.

## **Supporting information**

You must describe here all the circumstances that you may consider relevant for the panel to consider. You may want to disclose here any of the circumstances that you feel may affect employment or difficulties in raising funds for your studies.

## **Request & declaration**

You must only provide information that you believe is true and complete on the application form. Upon signing the document you are confirming this to the Art School. The Art School however does require that you submit documentary evidence of your statement and the information provided in the application e.g. P60 or P60s to prove household income, bank statements to prove specific expenditure, government letters to prove any benefit claims, doctors notes to prove any stated disability etc.

## **Confirmation (if applicable)**

If you are not the main household income provider and someone else contributes to covering the cost of your expenses, this person must date and sign this part.

## **Disclosure**

If you are successful in your application, you must submit acknowledgement and annual updates (sometimes termly) to your respective benefactor/s. Awareness of any disabilities by the staff who manage the grants is important so that they can offer adequate support to help you get any documents provided in a timely manner. Please note that this does not affect the outcome of this application in any way nor is any of the information provided in the grant application shared with third parties including prospective benefactor/s.

## **Student checklist**

You must ensure that **ALL THE DOCUMENTS ON THE CHECKLIST** are ready to be emailed, ideally in one single message. **Please note that an application is not complete if you fail to submit any of the required documentation.**

If you have any doubts about submitting any of the documents listed please contact us at [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk)

**Equality & Diversity Section**

Please do not forget to complete the Equality & Diversity section at the end of your application. While this part is not compulsory, it would contain information that some of our benefactors request from the Art School for statistics purpose. Your name is not connected to any of the responses you give.

Should you have any queries about your application, including its status, please contact us at [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk).