

Tuition Fee Bursary information

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 the commitment and potential to be offered a place on one of our courses, to take it up, regardless of financial circumstances. 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 grant and financial assistance for some students.

1 Can I apply for bursary assistance?

To apply, you must have first accepted an offer to study at the Art School. Our limited bursary funds are allocated according to financial need and your household income should normally not exceed £26k (or £40k where there are a number of dependants in the household) for you to be considered for support.

2 Can I apply for a scholarship award?

From time to time the Art School may have scholarships available thanks to the generosity of sponsors who wish to support excellence in particular disciplines. Scholarships are awarded on the merit, as judged by the relevant departmental admissions team and applicants to the course concerned will automatically be considered for any Scholarships available.

3 What are the criteria for bursary support?

There are different criteria for grants depending on the provider. The criteria 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.

4 Do I have to apply for financial assistance each year?

Yes, our bursary awards are applied for, and allocated on, an annual basis.

5 How much are bursary grants worth?

Undergraduate students - If you are eligible for a student loan, you would normally be awarded a bursary which is no greater than the difference between the annual course fee and the student loan, which is currently approximately £3,300. If you are not eligible for a student loan, we may be able to provide greater support, normally up to the value of 50% of the annual course fees. However, some bursary awards may fund a higher level of support in exceptional circumstances.

MA students – support available is limited and applicants' requests are usually capped at £3,000 maximum, for full-time applicants, and £1,500 for part-time applicants. However, some bursary awards may fund a higher level of support in exceptional circumstances.

Foundation students – students at Foundation level are not eligible to apply for a student loan; bursary support is normally capped at 50% of the course fee, but awards will depend on the amount of bursary funds available in a given year. For Foundation applicants we prioritise applications from prospective students who live or study in the London boroughs of Lambeth or Southwark.

5 How would I receive my bursary award?

Allocated fee grants are paid directly to the Art School to cover course fees.

6 What else must I do if I receive an award?

All grant recipients are expected to provide annual or termly (depending on the requirements of the sponsor) illustrated reports on their progress and activities. You may also be required to attend events sponsored by your benefactor and take part in any visits they make to the Art School.

Fee bursary application process

The process to apply for financial assistance is as follows:

- 1 You are required to submit the following items:
 - A. A completed online [Bursary 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 include images of your artwork (with title, dimension, media, year of production).
Format: Word document.
 - D. **Any documentation as required in the Bursary Application Form: e.g. proof of household income, student loan letter, benefit letters, P60/accounts etc.**

Items B, C and D should be emailed to admin@cityandguildsartschool.ac.uk.

PLEASE WRITE YOUR **FULL NAME AND COURSE OF STUDIES** IN THE SUBJECT HEADER.

- 2 The Bursary Panel reviews all the applications received and determines the distribution of awards.
- 3 We will let you know whether you have been awarded a bursary as soon as we are able.

N.B.1: all documents provided are treated with strict confidentiality, however you should be aware that your application, illustrated statement or CV may be shared with prospective sponsor/s if required by the terms of their grant.

N.B.2: please ensure that the email sent has left your outbox. If you have problems in sending all the documents please email admin@cityandguildartschool.ac.uk for advice.

Application timelines

First time applicants: There is no specific deadline to apply for funding, however you should aim to apply **soon after you have accepted a place on a course at the Art School**. The timeline of response will **vary** according to the time that the application is submitted. If you depend on funding in order to accept the course offer, you must **submit your application as soon as possible**. The grant administrator will aim to provide you with a response as soon as possible after you have submitted the application.

To avoid processing delays, it is of utmost importance that you fully complete the application form and that you submit all relevant documentation.

Current grant recipient applicants: application deadline is 31 May. Application for continued support should be made on the separate Bursary Renewal Application Form available on Moodle.

It is hoped that by the start of the academic year most applications will have been processed and the Art School's bursary funds distributed. However, where the approval of the sponsor is required it may not be possible to inform applicants of the outcome until after the start of the year.

Applications can be made after the start of the academic year by not later than 30 November. However, applicants should be aware that funds will be very limited at this point in the year.

Application guidelines

Personal details

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

Dependency

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

Employment & income

Please provide details of any employment you currently have (the panel will take into account that you will withdraw from full-time employment during your period of studies). You must provide the information about all your household's main income provider/s in the form. You are required to provide any extra information about any other income provider in your household (e.g. partners or

parents). You should add the information in an extra sheet if necessary. You must also provide evidence of your financial circumstances together with your application. (NB: 'Household' refers to those living at your permanent address.)

Expenditure

The 'Expenditure' section is intended to help give you an overview of your own expenditure and budget for your period of studies as well as provide the Bursary Panel with an indication of your commitments.

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

As above.

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). If you are eligible for a Student or Postgraduate Masters Loan it will be expected that you will duly apply for one if you have not already. An explanation must be provided if you do intend to do so.

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(s) and/ or Tax Returns to prove household income, bank statements to prove specific expenditure, government letters to prove any benefit claims, doctor's 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 are 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. You can, if you wish, share this information through your auto-bio as well.

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.**

Should you have any queries about your application, including its status, please contact us at admin@cityandguildsartschool.ac.uk.