



# FEE BURSARY APPLICATION 2024/25

Once you've accepted a place on one of our courses, you may be eligible to apply for financial assistance. The application process starts in February of the year your study commences. You may apply until 30 November but to give you the best opportunity to secure financial assistance, it is a good idea to submit your application as soon as you can, ideally by the end of May.

Before completing the form you must download and read our Tuition Fee Bursary Information Sheet: [https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2023/04/CGLAS\\_Bursaries\\_Information\\_Sheet\\_and\\_Guide\\_2022-23.pdf](https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2023/04/CGLAS_Bursaries_Information_Sheet_and_Guide_2022-23.pdf)

\* Required

## PERSONAL DETAILS

1. Please specify which year of the course you are applying for (i.e. 1, 2, 3 or 0 for 'not applicable') \*

The value must be a number

## 2. Course title \*

- Foundation Diploma Art & Design (UAL Awarding Body Level 4)
- BA (Hons) Carving: Architectural Stone
- BA (Hons) Carving: Woodcarving & Gilding
- BA (Hons) Conservation: Books & Paper
- BA (Hons) Conservation: Stone, Wood & Decorative Surfaces
- BA (Hons) Fine Art
- GradDip Arts: Carving: Architectural Stone - Full time
- GradDip Arts: Carving: Architectural Stone - Part time
- GradDip Arts: Carving: Woodcarving & Gilding - Full time
- GradDip Arts: Carving: Woodcarving & Gilding - Part time
- GradDip Arts: Conservation: Books & Paper - Full time
- GradDip Arts: Conservation: Books & Paper - Part time
- GradDip Arts: Conservation: Stone, Wood & Decorative Surfaces - Full time
- GradDip Arts: Conservation: Stone, Wood & Decorative Surfaces - Part time
- GradDip Arts: Fine Art - Full time
- GradDip Arts: Fine Art - Part time
- MA Carving - Full time
- MA Carving - Part time
- MA Conservation - Full time

- MA Conservation - Part time
- MA Fine Art - Full time
- MA Fine Art - Part time
- MA AMH: Full time
- Postgraduate Diploma Carving: Architectural Stone
- Postgraduate Diploma Carving: Woodcarving & Gilding
- Dip HE: Carving Architectural Stone
- Dip HE: Carving Woodcarving
- Dip HE: Books & Paper
- Dip HE: Conservation: Stone, Wood & Decorative Surfaces
- Dip HE: Fine Art

3. Title \*

e.g.: Mr, Mrs, Miss, Ms, Mx

4. Given name \*

5. Known as \*

6. Family name \*

7. Date of birth \*



8. Email address \*

## DEPENDENCY

9. Please specify the structure of the household in which you live \*

- Two-parent/guardian
- Single-parent/guardian
- Couple with other dependent(s)
- Couple with no dependent(s)
- Single with other dependent(s)
- Single with no dependent(s)
- Group of financially independent individuals
- OTHER

10. IF OTHER, please give us some details

11. If you are a parent, guardian or carer, please provide the following details for each dependent: your relationship to them, their age, and whether they are in full time education

## EMPLOYMENT & INCOME

12. Are you currently employed (including self-employed)? \*

Yes

No

13. IF YES, please give details including: Job title, dates of employment , employer name & address, annual salary/taxable self-employed income and provide evidence as required (see Section 11 below)

14. What other income do you have (e.g. from investments, property, trusts etc.)? (if none write NONE) \*

15. Please provide details of any savings, investments or other assets you may have whether or not they provide you with any income. (If none write NONE) \*

16. HOUSEHOLD INCOME - If you are living with and supported by someone at your permanent address, what is the annual household income? \*

Please include income of the main household providers e.g. both parents if they are both employed and provide evidence as required (see Section 11 below). If you live alone, please state LIVE ALONE.

17. HOUSEHOLD INCOME - Please provide details of any government benefits **you** receive (excluding student loans) and provide evidence as required (see Section 11 below).

18. HOUSEHOLD INCOME - Please give details of any government benefits **anyone in your household** receives (excluding student loans) and provide evidence as required (see Section 11 below)

19. If you are NOT living with and supported by someone at your permanent address, please declare any financial support you will receive from family members or other individuals. (if none, write NONE)

## EXPENDITURE

Please provide any extra information on a separate sheet if necessary and email it to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) with Subject: "Bursary Application Additional Information: (*Your Full Name and Course*)".

20. YOUR TOTAL COSTS (Study + Domestic - i.e. the sum of (Q.25)  
+ (Q.29) below) \*



## Study Costs

21. Study costs - Tuition Fees (annual) \*

Amount per year

The value must be a number

22. Study costs - Materials, books and equipment \*

Annual estimated expense

23. Study costs - Travel \*

Annual estimated expense

24. Study costs - OTHER \*

Annual estimated expense - If any, please itemise and specify

25. Your Total Study Costs (i.e. the sum of Qs. 21-24 above) \*

The value must be a number

## Domestic Costs

26. Domestic costs - Rent or mortgage payments (annual academic year) \*

The value must be a number

27. Domestic costs - Household bills \*

Light, heat, phone, council tax, etc (annual estimated expenditure)

The value must be a number

28. Domestic costs - OTHER (excluding food and personal expenses) \*

If any, please itemise and specify

29. Your Total Domestic Costs (i.e. the sum of Qs.26-28 above) \*

The value must be a number

## EXTERNAL FUNDING

30. Have you applied to other Trusts, Foundations, or other institutions, for financial support? \*

Yes

No

31. IF YES, please provide name of source of funding, date and result (if known).  
Please specify any other sources of funding and the amount for each source.

32. Are you eligible either for a Student Loan or a Postgraduate Masters Loan? \*

You can check your eligibility here: <https://studentfinance.campaign.gov.uk/>  
<https://www.gov.uk/masters-loan>

Yes

No

33. If YES, have you applied?

Yes

No

34. If YES, how much for?

The value must be a number

35. IF NO, do you plan to? If not, please explain why

36. Please indicate the amount of bursary support you are seeking and explain why (Applicants should refer to the Tuition Fee Bursary Information Sheet and Guide available on the Art School Website: [https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2023/04/CGLAS\\_Bursaries\\_Information\\_Sheet\\_and\\_Guide\\_2022-23.pdf](https://www.cityandguildsartschool.ac.uk/wp-content/uploads/2023/04/CGLAS_Bursaries_Information_Sheet_and_Guide_2022-23.pdf)).

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## REQUEST & DECLARATION

37. I request consideration of my application for fees support for the current Academic Year \*

The value must be a number

38. CONFIRMATION (If applicable, by the student's (step) parent, guardian, spouse or partner whose details have been included in Q.16 or Q.18 above).

I confirm that I am aware of and agree my details as provided in this application.

(Type in your name) \*

39. I declare that the information I have given in this application is true and complete, to the best of my knowledge and belief. I undertake promptly to inform the City & Guilds of London Art School of any changes to my circumstances that would affect the information supplied in this application.

I will not collect any payment to which I am not entitled and will return any payment received in error.

I understand that any information provided in and with this application is regarded as strictly confidential.

I give my consent to the Art School administrator to process any personal information disclosed on this form or information appended to this form that relates to my request for financial assistance. I am aware that the application and supporting documents may be seen in the committee to evaluate eligibility.

I am aware that should my application pass first scrutiny, the 'illustrated statement' emailed as part of my application for funding support will be seen by prospective benefactor/s: external charities and the established donors of bursary grants to the Art School.

I confirm that, should I receive a grant award, I agree to provide progress reports in a timely manner and in line with the requirements of the donor and as specified by the Art School if and when required. \*

(Type in your name)

40. Date \*



# STUDENT CHECKLIST

## PLEASE NOTE:

- That all documents related to this application will be treated with strict confidentiality and seen only by internal members of staff who constitute a bursary panel. However, the CV and/or Illustrated Statement may be shared with prospective donors/benefactors/supporters in order to support your application.
- That originals may be requested during the processing of your application.

## PLEASE PROVIDE THE FOLLOWING:

### 1. ILLUSTRATED STATEMENT

You must submit an Illustrated Statement as described in the Tuition Fee Bursaries Information Sheet.

### 2. CURRICULUM VITAE

You must provide a copy of your C.V.

Please provide the above documents via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) with Subject: "Bursary Application Additional Information: (*Your Full Name and Course*)".

## DISCLOSURE

41. Please provide anything further you would like us to take into consideration in support of your application? (e.g. disabilities, exceptional circumstances etc.) \*



## DOCUMENTARY EVIDENCE

Documentary evidence of household income must be submitted in support of questions 12 - 19. Evidence may include P60s, tax returns, investment statements etc. as appropriate.

Please provide the documents via email to [admin@cityandguildsartschool.ac.uk](mailto:admin@cityandguildsartschool.ac.uk) with Subject: "Bursary Application Additional Information: (*Your Full Name and Course*)"

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