



# Gloucestershire Academy of Music

## Bursary Scheme

**Thank you for considering applying for a Bursary Award. Please do read these notes carefully before you complete your application.**

Please complete the form in capital letters in black ink. Please fill out a separate application form should there be more than one student in a family applying at the same time, indicating a link to another application. It is sufficient however, to only supply one set of financial papers, unless there are different circumstances that are relevant.

### **How much can I apply for?**

All grants are subject to a maximum of £250.00 in any one year per student for Gloucestershire Academy of Music weekly groups or lessons.

In addition to this, applications will be considered for Grants of up to £300 annually towards attending a GAM Holiday Course.

Students are welcome to apply for either one of these, or for both'.

### **How are the decisions made?**

Decisions are made considering financial and other circumstances plus student ability and suitability. To the latter end our Musical Director will be consulted regarding existing students, or an individual instrumental teacher for new students. We may also need to have a conversation with you to clarify some aspects of your application.

Anyone is welcome to apply as there are many reasons for such a need, and it will facilitate the application if you give us as much information as possible regarding the reasons you are applying for a bursary, and supply as much supporting paperwork as possible. It will also help us, and your application, if you would please use the space on the back of the form to tell us of your circumstances for example illness, disability, bereavement, divorce, low/reduced income, receipt of benefits, out of work, redundancy and/ or anything else that is relevant, whether temporary or ongoing.

Applications for help with term-time fees will be considered at any time of the year, but cannot be retrospective. Those received later in the academic year may be unsuccessful due to the funds available having already been allocated. In such cases you may be advised to re-apply for the following academic year, if your circumstances remain the same. If your or your child's circumstances change during the academic year for which you receive a grant, it is important that you contact us with details. Please also note that if a student stops attending lessons that a grant has been made towards, you may be required to repay all or part of that grant, depending on the circumstances.

### **Is my application confidential?**

We wish to emphasise that we welcome all applications, which will be dealt with in a sensitive way. All applications remain absolutely confidential and are only accessed by the Bursary committee. Where the Musical Director or a teacher is consulted with regard to aptitude, no financial details are divulged. If a grant is awarded, only the name of the student, the amount awarded and for what, is given to the administrator involved - no information of any sort is given to anyone else. Reports to the Board on bursaries do not include names, only figures.

Whilst the Bursary committee will endeavour to make their decisions as quickly as possible, the process may take up to a month in some circumstances. Once a decision has been made, you will be informed in writing of the outcome by a member of the committee. In the meantime, or at any time subsequently, should you wish to communicate anything regarding the application or a grant received, please do not do this via email to the office, or to any of the administrators, but by letter addressed to the Bursary Committee, which can be posted to or handed in at Barbican House.

### **When will I know whether my child has been awarded a Bursary?**

Whilst the Bursary committee will endeavour to make their decisions as quickly as possible, the process may take up to a month in some circumstances. Once a decision has been made, you will be informed in writing of the outcome by a member of the committee. In the meantime, or at any time subsequently, should you wish to communicate anything regarding the application or a grant received, please do not do this via email to the office, or to any of the administrators, but by letter addressed to the Bursary Committee, which can be posted to or handed in at Barbican House.



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**BURSARY APPLICATION FORM – Please read the accompanying instructions carefully before filling this form in in black ink and capital letters.**

APPLICANT DETAILS			
Forename		Address	
Surname		County	
Instrument /s		Postcode	
Date of Birth		Existing or new student ?	

APPLICATION FOR ASSISTANCE WITH (Please tick and then state dates of Lessons/Sessions/Courses and exact amount/s being asked for)	
Individual instrumental tuition fees Group session/Ensemble/Package fees (please indicate exactly which) Easter Holiday Course Fees Summer Holiday Course Fees Instrument Purchase/Repair  Other (please give details)	

TEACHER'S REPORT	
We like to have a Report, where applicable, from instrumental teachers regarding the aptitude of applicants. If one is not being attached, please indicate whether or not we may speak to them, giving us their contact details Your financial details will always remain confidential and not discussed with or disclosed to the teacher.	<input style="width: 40px; height: 20px;" type="checkbox"/>

PARENT/GUARDIAN DETAILS			
Title		Address	
Forename		County	
Surname		Postcode	
Home Telephone Number		Mobile Contact Number	
Email Address			



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### CONFIDENTIAL : FINANCIAL DETAILS

Net monthly Household Income after tax* <small>(including income from: employment, self employment savings &amp; investments, property income, maintenance payments, child benefit, tax credits plus any other benefits &amp; receipts)</small>	Total £	Please give details on reverse.
Monthly Household Outgoings <small>(including Utility Bills, Council Tax, Rent/Mortgage payments, food bills, clothing etc)</small>	Total £	Please give details on reverse
Please give details of any other financial obligations you have <small>(e.g. maintenance payments, dependant relatives other than children living with you)</small>	Total £	

\*Please supply details of the following to support the above information -

- Letter/Statement of type and amounts of all State Benefits you receive
- If Self Employed your accounts for the last operational year
- If employed your latest P60/P45 or your recent wage slips.
- Documentation you may have regarding any 'other payments' you are currently responsible for.

Our auditing process requires a check of bursary applications to comply with our obligations as a registered charity. It may be necessary for a member of the bursary committee to contact you directly for additional information or clarification. **It will help your application if you can please supply as much information as possible with this form. Please also use the reverse of this form to explain your decision to apply for bursary funding e.g. changes in circumstances financial or otherwise, illness, redundancy, or other financial difficulties. All information will remain confidential.**

### OTHER INFORMATION

Please also tell us the following:

**How many dependant children do you have in full time education?  
Please give their ages.**

**Are you applying for full or partial assistance?  
If partial, then please state how much you could afford to contribute during the coming academic year. (In some cases arrangements may be able to be made for this to be in instalments)**

**Have you paid any fees already, for the current term, or towards any Course you are wanting help with? If so please supply details.**

### DECLARATION

**I confirm that, to the best of my knowledge, all information given as part of this application is correct**

Signed ( Parent/Guardian)

.....

Print Name ..... Date .....

Please return your completed application and supporting paperwork in a sealed envelope marked 'Confidential' to:  
 Bursary Committee, Gloucestershire Academy of Music, 31 Barbican Road, Gloucester GL1 2JF