

This application is for Access To Music students who are aged 16-18 on 31<sup>st</sup> August 2017 and need financial help so that they can participate in learning. All of the information you need to complete this application is contained within this form.

## Conditions of Support

### Awards are subject to the following conditions:

- Support is based on a first-come first-serve basis and is therefore subject to funds being available when you apply
- Support in a previous year is no guarantee of support in any future years of study
- Continuing students must re-apply for support each year
- We expect you to attend all of your timetabled sessions
- Eligibility for support is not an entitlement to awards or payments
- We reserve the right to stop payments at any time, for any reason
- If you withdraw from the course, support will cease immediately
- You must inform us of any change in circumstance while on the course
- You must declare to your benefits providers (where required) if you are awarded any support

### You will not receive support if:

- You do not meet the residency criteria set by the Education Skills Funding Agency when you enrol onto your course
- You have not completed your enrolment
- Your application is assessed and you do not meet the criteria for eligibility
- Your application is incomplete, contains false information, or is missing any supporting evidence
- You are enrolling onto a higher education course
- You are studying a distance learning course
- You are a work-based learner, or on a waged apprenticeship
- You are in prison or a young offender's institution, or have been released on temporary licence
- You have been remanded to a secure Institution

## Further Info

### Residents of Wales, Scotland, & Northern Ireland

Residents of these countries may not be eligible for support as they have their own funding arrangements in place. If you are a resident of one of these countries, please contact our Student Support department by emailing [studentsupport@accesstomusic.ac.uk](mailto:studentsupport@accesstomusic.ac.uk) to check your eligibility before applying.

### Asylum Seekers

If you are an Asylum Seeker, please contact our Student Support department by emailing [studentsupport@accesstomusic.ac.uk](mailto:studentsupport@accesstomusic.ac.uk) to check your eligibility before applying.

## Completing Your Application Form

The application form must be completed in full by the student, and submitted to Student Support at the address below. You must sign the declaration (section 9), and include all of the requested supporting evidence. You will receive a written response within 10 working days.

## Providing Your Supporting Evidence

You must provide all of the requested supporting evidence in full. We will be unable to make any awards due to incomplete or missing evidence. Please submit photocopies of your evidence, as original documents cannot be returned to you. The following types of evidence will be sufficient:

### Benefits

- Full benefits award letter stating the name, address, and benefits received (dated from June 2017 or later)

### Tax Credits

- Full letter from Inland Revenue stating the name, address, and total Tax Credit awards (dated 2017/18)

### Local Authority Letter

- Letter from your Local Authority to show that you are in care, or a care leaver (dated from June 2017 or later)

If you do not receive any of the eligible benefits that are specified in the application, you may still be able to apply for Travel Costs if your annual gross household income is **£25,521** or less, or **£28,584** or less if you live in London. You must complete the Additional Income Details form attached with this application, and submit full supporting evidence of your annual gross household income. All of the types of earnings that are taken into account for calculating your annual gross household income are stated on the Additional Income Details form.

## Payments

Your awards will be totalled up and paid to you in ten equal instalments according to the payment schedule below. Payments are subject to satisfactory attendance, conduct, and progress:

- Monday 11<sup>th</sup> September 2017
- Monday 2<sup>nd</sup> October 2017
- Monday 6<sup>th</sup> November 2017
- Monday 4<sup>th</sup> December 2017
- Monday 8<sup>th</sup> January 2018
- Monday 5<sup>th</sup> February 2018
- Monday 5<sup>th</sup> March 2018
- Monday 9<sup>th</sup> April 2018
- Monday 14<sup>th</sup> May 2018
- Monday 4<sup>th</sup> June 2018

There is no final deadline for the submission of applications, subject to funds being available when you apply. However, to ensure that the first scheduled payment can be made on time, you must submit your completed application and full supporting evidence before **Friday 18<sup>th</sup> August 2017**. Applications received after this deadline will receive their first payment on an alternative later date.

## Further Assistance

All of the information you need to complete this application is contained within this form. However, if you need further assistance, there will be a member of staff at your centre who can help you, or you can contact Student Support on the details below. There is also a **'Frequently Asked Questions' document attached to the back of this application form.**

**Tel:** 0800 281 842

**Email:** studentsupport@accesstomusic.ac.uk

**Address:** Student Support Dept, Access To Music, 26 Hulme Street, Manchester, M1 5BW

Please make sure you have read and understood all the attached guidance notes before completing this form. You must complete all the relevant sections in full and you must supply all the requested supporting evidence. All the information you provide will remain private & confidential, in accordance with our Data Protection Statement which is included with our enrolment Terms & Conditions. **Please ensure you have your full supporting evidence before applying.**

## 1. Personal Details

Surname		Home Address																					
First Name																							
Date of Birth	<table border="1"> <tr> <td></td><td></td><td></td><td>/</td><td></td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td> </tr> </table>														/				/				
													/				/						
Age on 31 <sup>st</sup> August 2017																							
Telephone																							
Email																							

## 2. Residency Details

- Are you a British Citizen, or a national of the EU/EEA?  Yes  No
- Have you lived within the UK, or the EU/EEA for the last 3 years?  Yes  No
- Are you an Asylum Seeker?  Yes  No

## 3. Course Details

ATM Centre Location	Course Name
ATM Person Code (If known)	Course Level

## 4. Financial Assistance Required

Please tick and complete the relevant sections of the applications form:

- Travel Costs** (Section 5)
- Meals** (Section 6)
- Vulnerable Bursary** (Section 7)

## 5. Travel Costs

### Who Can Apply?

If you, your parents, or your guardians are in receipt of one or more of the low income benefits below, you may be able to get help with your travel costs if you use public transport to attend your course.

Please tick the low income benefits that you, your parents or your guardians receive:

- Job Seekers Allowance (JSA)
- Employment & Support Allowance (ESA)
- Income Support
- Universal Credit
- Pension Credit
- Working Tax Credit or Child Tax Credit

### How Much Can You Claim?

You can be awarded up to a maximum of **£1200** for the year. This will be based on your annual gross household income and actual travel costs on timetabled days during term time only. The percentage of the award will then be calculated based on the table below i.e. if you are awarded £1000 but your gross household income is £15,000 (Band 2 75%) your total award will be £750. Payments will be made in ten instalments according to the payment schedule in the guidance notes. Bursary applicants in London have a 12% higher annual gross household income threshold.

What are your daily return travel costs to your study location? £ \_\_\_\_\_ **Per day / Per Week** (Please Circle)

Gross Household Income (London ONLY in brackets)	Funding Band	Percentage of Bursary if Awarded
£0 - £11,999 (£0 - £13,439)	Band 1	100%
£12,000 - £16,189 (£13,440 – £18,132)	Band 2	75%
£16,190 - £20,817 (£18,133 - £23,315)	Band 3	50%
£20,818 to £25,521 (£23,316 - £28,584)	Band 4	25%
£25,522 and Above (£28,585 and Above)	Band 5	0%

### What Supporting Evidence Do You Need?

You must provide example tickets or receipts that show your actual travel costs to your study location once you have started your course. You must also provide at least one of the following forms of evidence:

- Award letter for one of the benefits stated above (dated from June 2017 or later)
- Tax Credit award letter (dated 2017/18)

## 6. Meals

### Who Can Apply?

If you, your parents, or your guardians are in receipt of one or more of the low income benefits below, you may be able to get help with costs towards meals while you attend your course.

Please tick the low income benefits that you, your parents or your guardians receive:

- Income Support
- Job Seekers Allowance (JSA)
- Employment & Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- State Pension Credit (Guarantee Element)
- Child Tax Credits (Provided you are not entitled to Working Tax Credits, and have an annual gross income of **£16,190** or less, as assessed by HMRC in your 2017/18 Tax Credit award letter)
- Working Tax Credit 'Run-on' (Paid for 4 weeks after you stop qualifying for Working Tax Credits)
- Universal Credit

### How Much Can You Claim?

You can be awarded up to a maximum of **£260** for the year towards the cost of meals while you attend your course. Payments will be made in ten instalments according to the payment schedule in the guidance notes.

### What Supporting Evidence Do You Need?

You must provide at least one of the following forms of evidence:

- Award letter for one of the benefits stated above (dated from June 2017 or later)
- Tax Credit award letter which also states that your gross household income is **£16,190** or less (dated 2017/18)

## 7. Vulnerable Bursary

### Who Can Apply?

If you meet one of the criteria for the defined vulnerable groups below, you may be eligible for a bursary to help you financially while you attend your course. The criteria below **must apply to you** (the student), and **not** a parent or guardian. Please tick one criteria below that applies to you:

- I am in care
- I am a care leaver
- I am in receipt of Income Support or Universal Credit (in my own name)
- I am in receipt of Employment & Support Allowance **and** Disability Living Allowance (in my own name)
- I am in receipt of Universal Credit **and** Disability Living Allowance (in my own name)
- I am in receipt of Employment & Support Allowance **and** Personal Independence Payments (in my own name)
- I am in receipt of Universal Credit **and** Personal Independence Payments (in my own name)

### How Much Can You Claim?

You can be awarded up to a maximum of **£1200** for the year. If your course is part time or lasts for less than 30 weeks, you will be awarded a proportional (pro-rata) amount. Payments will be made in ten instalments according to the payment schedule in the guidance notes.

### What Supporting Evidence Do You Need?

You must provide at least one of the following forms of evidence **in your own name**:

- Letter from your Local Authority to show that you are in care (dated from June 2017 or later)
- Letter from your Local Authority to show that you are a care leaver (dated from June 2017 or later)
- Income Support or Universal Credit award letter (dated from June 2017 or later)
- Employment & Support Allowance **and** Disability Living Allowance award letters (dated from June 2017 or later)
- Employment & Support Allowance **and** Personal Independence Payments award letters (dated from June 2017 or later)
- Universal Credit **and** Disability Living Allowance award letters (dated from June 2017 or later)
- Universal Credit **and** Personal Independence Payments award letters (dated from June 2017 or later)

## 8. Payment Details

Payments will be made directly into the bank account details provided according to the payment schedule in the guidance notes. **The details you provide must be a valid UK current account. We will not make payments into a Building Society, Post Office or Savings account.**

Bank Name:	Sort Code:								
Account Holder Name:	Account Number:								

In exceptional circumstances, payments can be made to a responsible adult if you do not have a valid UK current account. **If the account above does not belong to you (the student), the account holder named above must sign the following declaration:**

**I agree to receive payments to my account above, on behalf of the student who has applied. I agree to make these funds available to the student for the purpose that they have been awarded:**

Adult Signature:	Print Name & Relationship to student:
	Date:

## 9. Declaration

This declaration must be signed by the student before any awards can be made. Please make sure you have read and understood all of the attached Guidance Notes and Conditions of Support. Our Data Protection Statement is included with our enrolment Terms & Conditions, and is available on request. Access To Music is referred to as ATM.

- I declare that the information and evidence I have provided is complete and accurate
- I have read and understood the attached Guidance Notes
- I understand and agree to the Conditions of Support.
- I understand that funds are limited and subject to availability
- I understand that this application and supporting evidence must be submitted in full in order to be assessed
- I will inform ATM of any change in circumstance, and understand that this may affect my eligibility
- I understand that this award is for this academic year only, and that I must re-apply in subsequent years
- I agree to use these funds for the purpose that they have been awarded
- I understand that eligibility for support is not an entitlement to awards or payments
- I understand that ATM may withhold or stop payments at any time
- I understand that if I withdraw from the course, support will cease immediately
- I understand that if I use fraudulent methods, or submit any false or inaccurate information to access these funds, support will cease immediately, and I may face disciplinary action
- I agree to ATM processing the personal information that I have provided for assessment, and understand that the information may be used for monitoring and statistical purposes, and may also be used for the detection of fraud

**I agree to the terms & conditions stated in this document:**

Student Signature:	Print Name:
	Date:

## 10. Checklist

Funds are limited, and we will be unable to make any awards due to incomplete applications or missing supporting evidence. This will cause a delay in your assessment and may mean we will be unable to provide you with any support. Please use this checklist to ensure that you have completed your application in full, and help to prevent any delays in your assessment for support.

- Have you read and understood the attached Guidance Notes and Conditions of Support?
- Have you completed every section of the application form in full?
- Have you enclosed all of the supporting evidence that is required?
- Have you checked that the supporting evidence is correctly named, dated, and contains all pages?
- Have you provided the details of a valid UK current account?
- Have you signed and dated the declaration?

## 11. Appeals & Complaints

If your application is unsuccessful you will be able to appeal the decision. To be considered, an appeal must be made in writing to Student Support. You will receive a reply and an outcome within 10 working days, and that decision will be final. Please send any appeals or complaints in writing to Student Support at the address below, along with any additional supporting evidence that may assist your appeal.

**Email:** [studentsupport@accesstomusic.ac.uk](mailto:studentsupport@accesstomusic.ac.uk)

**Address:** Student Support Dept, Access To Music, 26 Hulme Street, Manchester, M1 5BW



You only need to complete this additional form if you do not receive one of the eligible benefits specified when applying for Travel Costs and your annual gross household income is **£25,521** or less, or **£28,584** or less if you live in London. Please indicate all of the types of income that your household receives below, and submit all of the supporting evidence in full:

<b>Income</b> (Please Circle)	<b>Who Receives It?</b> (Please Circle)	<b>Evidence Type Submitted</b> (Please Specify - P60, payslips, letter etc)
Earnings From Employment	Student / Parent / Guardian / Partner	
Earnings From Self Employment	Student / Parent / Guardian / Partner	
Tax Credits	Student / Parent / Guardian / Partner	
Job Seekers Allowance	Student / Parent / Guardian / Partner	
Employment & Support Allowance	Student / Parent / Guardian / Partner	
Income Support	Student / Parent / Guardian / Partner	
Carer's Allowance	Student / Parent / Guardian / Partner	
Child Benefit	Student / Parent / Guardian / Partner	
Child Maintenance	Student / Parent / Guardian / Partner	
Pensions & Pension Credits	Student / Parent / Guardian / Partner	
Universal Credits	Student / Parent / Guardian / Partner	
Other:	Student / Parent / Guardian / Partner	

### Salary, wages, and earnings

- P60 (dated 2016 to 2017), or latest 3 months worth of payslips
- Self Assessment Tax Return if you are self employed (dated 2016 to 2017)

### Tax Credits

- Full letter from Inland Revenue stating the name, address, and total Tax Credit awards (dated 2017/18)

### Benefits

- Full benefits award letter stating the name, address, and benefits received (dated from June 2017 or later)

### **I received support last year. Will I be supported again this year?**

You must re-apply for support each year and provide your most up to date evidence, even if your circumstances have not changed. Support in a previous year is no guarantee of support in any future years of study. You are also not guaranteed to be awarded the same amount as in previous years.

### **Is there a deadline for sending my application in?**

There is no final deadline for the submission of applications, subject to funds being available when you apply. However, to ensure that the first payment can be made on time, you must submit your application and full supporting evidence before **Friday 18<sup>th</sup> August 2017**. Applications received after this deadline will receive their first payment on an alternative later date.

### **How long does an application take to process?**

Once your application and full supporting evidence is received by Student Support, you will receive a written response within 10 working days. Funds are limited and we will be unable to make any awards due to incomplete applications or missing supporting evidence. This will cause a delay in your assessment and may mean we will be unable to provide you with any support.

### **I don't have any supporting evidence. Can I still send my application?**

We cannot assess your application without any supporting evidence and will not be able to make any awards to you. Therefore please make sure you have your full supporting evidence before sending your application.

### **My evidence is missing some pages. What should I do?**

We will not be able to make any awards due incomplete or missing evidence. You will need to obtain this evidence to support your application before it can be assessed.

### **Can my income evidence be returned to me?**

No. We cannot return any documents to you. Please make sure you submit photocopies of your evidence.

### **I do not receive any of the specified benefits. Can I still apply?**

If you do not receive any of the eligible benefits that are specified in the application, you may still be able to apply for support if your annual gross household income is £25,521 or less, or £28,584 if you live in London. You must complete the Additional Income Details form attached with the application, and submit full supporting evidence of your annual household income. All of the types of earnings that are taken into account for calculating your annual household income are stated on the Additional Income Details form.

### **What annual household income evidence should I send in with my application?**

If you are required to provide evidence of your annual household income being £25,521 or less, or £28,584 if you live in London you should supply the most up to date evidence for any of the following that you receive:

- Salary, wages, or earnings (inc. self employed)
- Tax Credits
- Job Seeker's Allowance
- Employment & Support Allowance
- Income Support
- Carer's Allowance
- Child Benefit
- Child Maintenance
- Pensions & Pension Credits
- Universal Credits

### **How up to date should my supporting evidence be?**

- P60 must be dated 2016 to 2017
- Payslips must be your latest 3 months worth
- Self Assessment Tax Return must be dated 2016 to 2017
- Tax Credits must be dated 2017/18
- Benefits must be dated from June 2017 or Later

### **Who can receive the award payments?**

The student who is applying should provide their account details to receive the payments. In exceptional cases where this is not possible, a responsible adult (for example, a parent, guardian, carer, or social worker) will be able to accept payments on behalf of the student. **This person must sign the declaration in the application form to agree to receive the payments on behalf of the student, and for the sole purposes that they have been awarded.**

### **What type of bank account can I use?**

To receive payments, you must supply a valid UK current account. We will not make payments into a Building Society, Post Office or savings account. All payments are made directly by BACS according to the payment schedule in the guidance notes attached to the application form.

### **Will payments be back dated?**

To ensure that you receive your first payment on time, you must submit your application and supporting evidence by **Friday 18th August 2017** to Student Support. There is no guarantee that payments will be back dated for applications received after this date, and the first payment will be made on an alternative later date.

### **I drive to Access to Music. Can I apply for travel costs?**

No. You can only apply for travel costs if you use public transport. You must provide evidence of your actual journey costs which can be submitted after you have started your course. However, you can also apply for travel costs if you need to use another mode of transport as a result of a disability.

### **What travel evidence should I submit?**

You are required to submit tickets or receipts of public transport that show your actual travel costs. These can include bus tickets, train tickets, and tram/tube tickets. If you use another mode of transport as a result of a disability, you should provide evidence of these that show your travel costs.

### **Can I apply for help with my course fees?**

No, you cannot apply for any help with your course fees. These include any tuition fees or enrolment fees that might apply to you.

### **My financial circumstances have changed. What should I do?**

If your circumstances change while you are receiving support, you must inform us immediately, as this may affect the level of support you are eligible for.

### **Why do students living in London have a higher annual gross income?**

Bursary applicants in London have a 12% higher annual gross household income threshold to account for their higher cost of living.