

**BURSARY APPLICATIONS PROCEDURE & REGULATIONS
For Guildhall Young Artists Norwich (GYAN)
Academic Year 2023-24**

1. Applications should be submitted via the online form.
2. Documentary evidence should be provided for ALL income listed on the form.
4. Further documentary evidence might be requested to substantiate information supplied on the application form.
Failure to produce documentary evidence outlined above may mean that the application will not be considered by the bursary assessment panel.
5. During July 2023 the bursary assessment panel, of GYAN and Guildhall School staff, will assess a priority order in all the valid applications that are made, using financial need, student potential & student commitment (existing students) as the principal criteria. Awards are made for a whole academic year.
6. Should an application be unsuccessful, applicants will remain at liberty to make a successive application for the following academic year. In cases of emergency or changes in an applicant's financial situation, further applications during the academic year may be made.
7. There will usually be one emergency bursary meeting held midway through each term.
8. Should an application be successful, the applicant will be bound to inform the Head of GYAN:
 - of any significant change in financial circumstances.
 - of any funding found from other trust funds or charitable organisations.
9. Awards are dependent on the recipient upholding GYAN's Student Code of Conduct and regulations and in particular the following:
 - completion of the academic year 2023-24;
 - satisfactory progress made throughout the year;
 - regular attendance during term time;
 - attendance at all relevant concerts and important rehearsals.*The bursary assessment panel reserves the right to withdraw part or all of an award if the applicant defaults in No.8 above or if the recipient defaults in one or more points in No.9 above.*
10. Awards are tenable for the academic year 2023-24 only. A further application will need to be made in the summer term 2024 (date to be confirmed) if funding is required from September 2024.

Please note that information you provide through the Bursary Application Form will only be used for the purpose of deciding whether Guildhall School is able to provide financial assistance. Members of the bursary assessment panel will have access to this information when meeting to decide on bursary allocations. Guildhall School of Music & Drama is a department of the City of London Corporation. The management of data is informed by the City of London's Data Protection Policy which is available through the Chamberlain's Department, Guildhall, London.