

Audition fee and/or travel costs refund - Undergraduate applicants 2017 Entry

Leeds College of Music charges an audition fee for courses applied for through UCAS Conservatoires, (but not for courses applied for through UCAS). This is in addition to the application fee. Under the terms of the Leeds College of Music Access Agreement, in order to ensure that no applicants are deterred from applying to the conservatoire, we will **refund or waive** audition fees, and the cost of travel to the interview/audition, for applicants from the lowest income families.

In order to qualify, you must meet at least one of the income criteria in one of the categories below, and be able to provide up to date evidence:

CATEGORY 1

If you (the applicant) will be aged under 25 on 1st September 2017 and you live with your parents or your partner, at the same address, you or they, will need to be in receipt of one or more of the following:

- Income based Jobseekers Allowance,
- Income Support
- Housing Benefit,
- Council Tax support (not just the single person reduction)
- Income based Employment Support Allowance
- Pension credit (guaranteed element only) with an award notice showing annual gross household income of less than £21,000.
- Working Tax Credit, Child Tax Credit or Universal credit with an award notice showing annual gross household income of less than £21,000.
- If you are already on a full time degree course, and are applying to transfer to LCOM, you will need to send a copy of your financial entitlement letter from Student Finance.

CATEGORY 2

If you are under 25 and do not live with your parents, the same income criteria will apply to you as in Category 1, (and you partner/spouse, if you have one). You will need to provide proof of your own income. (P60 for 15-16, or benefits evidence, and a copy of a tenancy or mortgage agreement)

CATEGORY 3

If you (the applicant) will be aged 25 or over on 1st September 2017, the same income criteria listed IN CATEGORY 1 will apply to you (and your partner/spouse if you have one), rather than your parents.

(This is the same way in which your income for student finance will be calculated)

Please also note the following:

- Applicants must be UK residents – Unfortunately, overseas or EU residents do not qualify.
- Applicants who live within West Yorkshire will not receive travel costs, but may claim a refund of the audition/interview fee where applicable
- We can only refund the travel costs for the applicant, not parents or friends.
- Unfortunately, we cannot pay for overnight accommodation
- If you travel by car we will check the mileage on Google maps- it is not necessary to provide fuel receipts
- Applicants using public transport will be expected to have researched the cheapest option available at the time of booking, and to have booked the travel as early as possible in order to secure the best price.

- Applications for refunds must be submitted **within 4 weeks of the audition date**, at the latest.
- Please note that applicants who are currently studying at Leeds College of Music, on a full time Further Education course, are not required to pay the audition fee.

How to claim a waiver or refund of the audition fee and /or your travel costs:

UCAS applicants:

If you are applying for a course through UCAS, there are no audition fees, but you can apply for a refund of your travel costs. Just complete the appropriate section of the form after your audition and submit it with proof of costs. (You can bring the completed form and evidence with you on the day of audition if you prefer)

UCAS Conservatoires applicants:

UCAS Conservatoires automatically calculates and collects audition fees at point of application. Therefore, when applying for one or more UCAS Conservatoires courses at Leeds College of Music, you will need to either:

- Pay the fee by following the procedures on the application system, and then complete the attached LCoM form AFTER you have attended the audition, to apply for a refund of the audition fee (s) and your travel costs, where applicable. You may submit your refund application up to 4 weeks after your audition. **This is the preferred option due to the timescales involved.**

OR

- If you definitely cannot afford to pay the audition fee at the point of application, you will need to apply to LCoM for a waiver, as soon as possible. Please send in the completed audition waiver application form with the required evidence, to Leeds College of Music. When applying for your course, on UCAS Conservatoires, when you reach the payment screen, you can then choose the option to pay later by invoice (meant for those unable to pay by card) - we will then confirm the waiver with them, if you qualify, so your application can proceed without paying. We will email you when the waiver has been approved. Please note that if you don't apply for a waiver, or don't qualify for it, and submit an application without paying, your application could be cancelled by UCAS Conservatoires. **Please note that in all cases you must pay the £24.00 application fee - we can only waive the audition fees**

What to do now

- Complete the attached form
- Enclose **photocopied, dated evidence** of your household's benefits, or 2016–2017 Tax Credit or Universal Credit Award notice. (Suitable evidence of benefits would include a recent bank statement which clearly shows a benefit payment, a dated letter from the Jobcentre plus, or a dated letter regarding Council tax support / housing benefit.
- Enclose evidence of your travel costs – (tickets or receipts for public transport- No evidence required for car travel) – travel costs will be refunded into your bank account..
- If travel was by car, we will calculate the mileage and pay this into your bank account

When you have completed the form in full, and attached all the required evidence, please send it to Louise Brown, Student Funding, Leeds College of Music, 3 Quarry Hill, LEEDS LS2 7PD.

If you have applied for a waiver in advance, and providing you send us the waiver application before submitting your UCAS Conservatoire application, we will inform them that you are entitled to a free audition, and pay your travel costs after the audition, within 4 weeks.

If you have paid the audition fee to UCAS Conservatoires and applied to LCoM for a refund, we will pay this, and your travel costs into your bank account within 4 weeks of your audition.

If you have any queries about this, please contact: Louise Brown phone 0113 2223508 or email studentfunding@lcm.ac.uk

Application for waiver or refund of audition fee and/or travel costs

Please read the guidance notes first, to see if you qualify!

Name.....**Age on 01.09.17**.....

Address.....

Mobile number.....**Email address**.....

Your circumstances: Are you currently In full time education / in part-time education / unemployed / working full time / working part-time / a carer / other? (delete as applicable)

Who do you live with? One parent or guardian / 2 parents or guardians / partner or spouse / on my own / with friends
NB "Parents" includes step-parents or partners of your Mum/Dad in the same household.

Your household income: Tick **one** item which you can **supply evidence** for:

I, my parent, or my partner, who lives at the same address as me, is in receipt of:	Tick here
Income related Jobseekers Allowance	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>
Council Tax Support	<input type="checkbox"/>
Income related Employment Support Allowance	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
A Tax Credit/Universal Credit award notice showing a household income of less than £21,000	<input type="checkbox"/>
A Pension Credit (guaranteed rate) award notice showing a household income of less than £21,000	<input type="checkbox"/>
Full time student receiving full income assessed Student Finance (enclose copy of Entitlement notice)	<input type="checkbox"/>
I am living independently with a total income of less than £21,000 as per P60 or benefits evidence for 15-16 (single applicants not living with parents)	<input type="checkbox"/>

What funding are you applying for? (At Leeds College Of Music) tick all that apply	Tick here
I have paid audition fee(s) to UCAS Conservatoires and am requesting a refund of this plus travel costs	<input type="checkbox"/>
I have not paid an audition fee to UCAS Conservatoires and am requesting a waiver plus travel costs.	<input type="checkbox"/>
I am applying for courses through UCAS only, and am requesting a refund of travel costs only	<input type="checkbox"/>

Exact title of all course(s) applied for at LCoM.....

Date of audition/interview (s) (if known)

Total amount already paid for auditions at LCOM £.....

How did you travel to your audition/interview? CAR / BUS / TRAIN / AIR (delete as applicable)

For public transport please state the total cost of tickets and attach tickets or receipts £.....
(Give the total amount if you travelled to LCOM for more than one interview/audition-Photocopies of tickets are OK)

Please indicate here, the details of the account you would like us to pay the refund into:

NAME OF ACCOUNT HOLDER							
NAME OF BANK							
SORT CODE							
ACCOUNT NUMBER							

Declaration
I declare that I am applying for a refund or waiver of the audition fee and/or my travel costs, on the grounds of my low household income. I have read the information sheet and meet the specified criteria. I understand that the information I have provided will be treated in accordance with the Leeds College of Music Data protection policy.

Signature..... **Date**.....

Remember to enclose photocopied evidence of your income and your travel evidence and send it with this form to:
Louise Brown , Student Funding, Leeds College of Music, 3 Quarry Hill, LEEDS, LS2 7PD
Any queries? Email studentfunding@lcm.ac.uk or phone 0113 2223508

