

Audition fee and/or travel costs refund

Undergraduate applicants - 2019 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 2019 and you live with your parents or your partner, and are financially dependent on them, they will need to be in receipt of one or more of the following:

- Income based Jobseekers Allowance or Income Support,
- Housing Benefit and / or 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 £25,000.
- Working Tax Credit, Child Tax Credit or Universal credit with an award notice showing annual gross household income of less than £25,000.
- 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 latest financial entitlement letter from Student Finance.

CATEGORY 2

If you will be aged under 25 on 1st September 2019, and not financially dependent on your parents or partner, the same income criteria will apply to you as listed in Category 1. You will need to provide proof of your own income. (and your partner/spouse, if you have one) (P60 for 17-18, or benefits evidence as listed in category 1)

CATEGORY 3

If you (the applicant) will be aged 25 or over on 1st September 2019, the same income criteria listed in Category 1 will apply to you, rather than your parents. You will need to provide proof of your own income (and your partner/spouse if you have one). (P60 for 17-18, or benefits evidence as listed in category 1)

Please also note the following:

- “Not financially dependent” means that you can show that you have enough income from benefits and/or employment to support yourself entirely with accommodation and general living costs. I.e. at least £7,500 pa. If not, we will treat you as financially dependent.
- Applicants must be UK residents – Unfortunately, overseas or EU residents do not qualify.
- Applicants who live within West Yorkshire will not receive travel costs.
- We can only refund the travel costs, within the UK, for the applicant, not parents or friends.
- Unfortunately, we cannot pay for overnight accommodation
- If you travel by car we will check the mileage with AA calculator - it is not necessary to provide receipts.

- Applicants using public transport will be expected to have researched the cheapest option available, 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.

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 could bring the completed form and evidence with you on the day of audition)

UCAS Conservatoires applicants:

UCAS Conservatoires automatically calculates and collects audition fees at the 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. 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 UCAS Apply fee - we can only waive the audition fees**

What to do now

- Complete the attached form and enclose **photocopied, dated evidence** of your household's benefits, or 2018–2019 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.

What happens now?

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 already 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



Name.....Age on 01.09.19.....

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 carer / 2 parents or carers / 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 or Income support	
Housing Benefit and/or Council Tax support	
Income related Employment Support Allowance	
An 18-19 Tax Credit/Universal Credit award notice showing a household income of less than £25,000	
A Pension Credit (guaranteed rate) award notice showing a household income of less than £25,000	
Full time student receiving full income assessed Student Finance (enclose copy of Entitlement notice)	
I am living independently with a total income of less than £25,000 as per P60 or benefits evidence for 18-19 (applicants not financially dependent on parents- see guidance)	

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	
I have not paid an audition fee to UCAS Conservatoires and am requesting a waiver plus travel costs.	
I am applying for courses through UCAS only, and am requesting a refund of travel costs only	

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 only	£
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. Applicants costs only – not parents/friends)	£

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								

The applicant and all parents/carers or partners, who are named on any item of evidence must now sign the declaration overleaf.

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

Data protection

Leeds College of Music, is the data controller. The personal data supplied on this form and accompanying evidence, will be used solely for the purpose of assessing eligibility for a refund of the audition fee and /or travel costs. Personal data will not be passed on to any other third party without your prior consent. The information supplied, will be retained by Leeds College of Music and may be shared with Leeds City College for audit purposes and in case of queries, for 7 years from the date of leaving LCOM (or for 7 years from the date of signing the form, if the applicant does not enrol at LCOM)

Declaration to be signed by the applicant:

By signing your name below, you agree:

- That we can use your personal data to process the application
- that you have read and understood the information sheet and meet the specified criteria
- that all information provided by you is true and accurate

Name of applicant	Signature of applicant	Date
X	x	X

Declaration to be signed by every person named on any of the evidence provided e.g. the parents, carers or partners of the applicant, as applicable:

By signing your name below, you agree:

- to the use of your personal data for the purpose of assessing eligibility for a refund of the audition fee and /or travel costs
- that all information provided by you is true and accurate

Name of first parent/carers/partner named on evidence	Signature of parent/carers	Date
X	x	X

Name of second parent/carers/partner named on evidence	Signature of parent/carers	Date
X	x	X

Remember to enclose photocopied evidence of your income and your travel evidence and send it with this form to:

Student Funding, Leeds College of Music, 3 Quarry Hill, LEEDS, LS2 7PD

Any queries? Email studentfunding@lcm.ac.uk or phone 0113 2223508

Office use only

Evidence received:

Applicant LCOM ID:

BACS payment date:

Amount refunded: Audition fee £

Travel costs £