

RCMJD FULL PROGRAMME BURSARY APPLICATION FORM (for 2024-2025)



COMPLETION GUIDANCE NOTES FOR PARENTS AND GUARDIANS

- It is your responsibility to read the Bursary Application Form and these notes thoroughly and to ensure that you are able to answer all questions and provide the supporting documentation required by the deadline of **the end of Wednesday 1 May 2024**. This is a very busy time of year for JD staff and responses to any queries may take time, so if you have questions or foresee difficulties in completing the form, please email Gill Redfern, JD Operations Manager (gill.redfern@rcm.ac.uk) as soon as possible.
- Decisions (including which students to nominate for funding from the DfE Music and Dance Scheme) will be made based on the information given on the form. It is therefore crucial to the assessment of the application that responses are given clearly and in full to every question.
- If you know or suspect that your income will be appreciably lower in 2024-25 than it has been in 2023-24, it may be possible to apply a Current Year Assessment of income; please email Gill Redfern (gill.redfern@rcm.ac.uk) for further details if you think this may apply to you.
- Information will be kept confidential and not be made publicly available without prior parental consent.
- If you are providing documents where only some of the figures are relevant (eg bank statements, annual statements with amounts that do not fall into the appropriate tax year(s)), you must indicate which figures are relevant, and show clearly how you have reached the total figure(s) given on your application form.
- Please check that you have included with your application all the supporting documentation that is requested. All documentation should be in English (NB certified translations should be provided for anything originally in a different language). If any supporting documents are not available by the application deadline, you should provide a written explanation of why, otherwise your application may not be considered. Late applications cannot be considered unless prior agreement has been given by the Junior Department.
- Please ensure that you follow the electronic submission instructions at the end of this document carefully, and that you keep a copy of your completed application form, storing it along with these notes in case of queries regarding your application.
- Please note that whilst we appreciate that there is often real financial need, the JD Bursary Fund is rarely able to cover full core JD fees, and that bursaries of more than the cost of the JD Core Curriculum cannot generally be awarded. Also, as the mini-bass course is already heavily subsidised, regrettably it is not usually possible for mini-bass students to apply for assistance from the JD Bursary Fund.
- We aim that decisions regarding applications will be communicated to parents by email by the end of June 2024.
- All offers of funding are for one academic year and are subject to successful funding applications by the Junior Department. Junior Department bursaries cannot be used to cover fees in lieu of notice (see Junior Department regulations).

Application deadline: end of Wednesday 1 May 2024

Part A (Details of student on behalf of whom application is made)

Section 11

The JD Bursary Fund is not inexhaustible, particularly in the current financial climate; whilst we will do our best to support as many students as possible, it may not be feasible to provide the amount for which you are hoping. We therefore strongly recommend that you approach other funding bodies in addition to the JD Bursary Fund (a list of organisations that may be able to help is available from the RCM website). NB if you are successful with other applications, payments of awards are often made direct to RCM; if the combined total of such awards and any JD bursary exceeds a student's JD fees, the JD bursary may be reduced to release funds for other applicants.

Section 12

If any dependents in the household have independent income (eg investments, gifts, benefit from trusts) please enter the gross amount (this should not include money earned from part-time employment (including vacation jobs, sums received as scholarships or student awards (including 16-19 Bursary Fund and student loans/maintenance grants), pocket money/clothing allowances); however, where the parents are divorced and maintenance by the parent who does not have custody is paid directly to a child, the amount of maintenance should be declared.

Part B (Details of parental income)

Section 1

Those about whom details should be given (and their income declared in Part B Section 2) are as follows:

- i For the purposes of this application form, the term 'parent' means the child's father (or a parent by virtue of section 42 or 43 of the Human Fertilisation and Embryology Act 2008), and mother where they live together (whether or not they are married to each other or have formed a civil partnership with each other), and the child normally lives with them in the same household.
- ii If paragraph 1 does not apply, the parents are either the father or mother of the child with whom the child normally lives, and any spouse or civil partner of that parent who normally lives with the parent and child.
- iii If neither paragraph 1 nor 2 applies, the parents are the child's guardian appointed in accordance with section 5 of the Children Act 1989 and any spouse or civil partner of that guardian who normally lives with the guardian and the child.
- iv If none of paragraphs 1 - 3 applies, the parents are the person with whom the child lives in accordance with either a residence order made under section 8 of the Children Act 1989 or any court order (other than a residence order) which specifies who is to have actual custody or care and control of the child, and any spouse or civil partner of that person who normally lives with the person and the child.
- v If none of paragraphs 1 - 4 applies and where the child is not looked after by a local authority for the purposes of section 22(1) of the Children Act 1989, the parents are the person with whom the child normally resides in accordance with any informal care or fostering arrangement, and any spouse or civil partner of that person who normally lives with the person and the child.
- vi If none of paragraphs 1 - 5 apply and the child
 - / either has no parents as defined above, or the school or centre for advanced training is satisfied that no such parents can be found, and
 - / the child is either looked after by a local authority or provided with accommodation within the meaning of section 105(1) of the Children Act 1989,any reference to parents means the authority or organisation which looks after, or provides accommodation for, the child. In these cases, the child is treated as one whose parents have no income for the purposes of the application.
- vii Where a child has been adopted, references to 'father' and 'mother' mean the adoptive parents and not the natural parents.
- viii In all cases, the relevant date for deciding who should be considered as a parent of the child is the date on which the application form is signed.

On the form, for the sake of simplicity, parents, step-parents and guardians as defined above are referred to as 'father' and 'mother'. For same sex marriages and civil partnerships, please feel free to replace references to 'mother' and 'father' with any alternative terms you prefer.

Section 2 (NB Supporting Documentation required)

- i Gross income before tax should be declared for the tax year(s) requested.
- ii Income from all sources (including income arising outside the UK) should be included.
- iii No deductions should be made in respect of allowances made for tax purposes – specifically personal allowances, pension contributions, donations direct to charities, mortgage interest and income from abroad.
- iv People who normally use an accounting year other than the tax year ending 5 April should state this fact and give the dates to which income declared refers. In these cases, the previous Financial Year would be the accounting year that ended during the year before 5 April 2024.
- v Please provide copies of any supporting documentation that is required.

Supporting Documentation

a) Earned income:

- Where income is derived from salary, wages, etc. – a copy of your 2023-24 P60 (or similar document) supplied by your employer at the end of each financial year **AND** your final pay advice for the 2023-24 tax year. If your P60 for 2023-24 is not yet available, you will need to forward a copy as soon as you have it. If pension contributions are not shown clearly on your P60 or pay advice, verification of these from your employer(s) should also be produced. Please complete the GROSS amount of salaries and wages, including any earnings from part-time employment, any sums received as profit-related pay, bonus/commission etc, amounts foregone by virtue of a salary surrender scheme (see below), and any statutory sick and/or maternity pay; you must please indicate clearly on supporting documentation which figure(s) you have used to reach your total(s).
- Salaried directors of private limited companies – a copy of your P60 and an appropriate self-assessment return using the supplementary pages for employment (NB you will also need to provide HMRC's verification of your tax return figures – ie SA302 or online SA1 10 – once your tax return has been filed).
- Where a parent is self-employed – we are aware that it is unlikely you will yet have finalised your figures for 2023-24; please therefore estimate your 2023-24 income as accurately as possible, and provide written confirmation (HMRC's verification of your tax return figures (ie SA302 or online SA1 10), copy of audited business accounts or statement from your accountants) once received.
- Benefits in kind – eg free or subsidised housing, cars, mobile telephones or meals etc should be declared at the amount agreed for tax purposes (ie the figure on which they are taxed). This will be found on an appropriate Notice of Coding issued by HMRC, or on a form P1 1D (or P9D) issued by an employer.
- Profit related pay – should be verified via a letter provided by an employer which should give details of any income received as profit-related pay or foregone via a salary surrender scheme.

NB please be aware that any Bursary awarded on the basis of estimate(s) of earned income (or any other) figures may be adjusted if final figures are significantly different to your estimate(s).

b) and c) Pension and/or Voluntary contributions:

- If parents enter an amount for earned income which is NET of employee's superannuation or other pension contributions, (including additional voluntary contributions paid during the year) the total of employee contributions should be entered under 'Pension contributions' or 'Voluntary contributions' respectively. Separate documentary evidence of those contributions will also be required if the figures are not detailed on the P60 or other supporting documentation.

d) Social Security Benefits:

- The total amount received from the following social security benefits should be entered:
 - State Pension;
 - Bereavement Allowance (replaced Widow's Pension from 9 April 2001)
 - Widowed Parent's Allowance (replaced Widowed Mother's Allowance from 9 April 2001, although is still paid to widows whose entitlement arose before 9 April 2001)
 - TAXABLE Incapacity Benefit and TAXABLE Income Support
 - Carer's Allowance (formerly Invalid Care Allowance before 1 April 2003)
 - Carer's Allowance Supplement
 - Contributions-based Employment and Support Allowance
 - Pensions payable under the Industrial Death Benefit scheme
 - Jobseeker's Allowance
 - Graduated Retirement Benefit
 - Statutory Parental Bereavement Pay
 - Statutory Sick Pay
 - Statutory Maternity, Paternity and Adoption Pay
 - Welfare Supplementary Payment payable pursuant to the **loss** of carer's allowance, contributory employment and support allowance (ESA), **loss or reduction** of income support, or **reduction** in Job Seekers Allowance (JSA)
 - Widow's Pension paid to widows whose entitlement arose before 9 April 2001)

- Sums received from the following benefits should NOT be included, however a copy of confirmation of the annual amount from the relevant Government agency may be requested:
 - Attendance Allowance
 - Back to Work Bonus
 - Bereavement Payment (replaced Widow's Payment from 9 April 2001)
 - Bereavement Support Payment
 - Best Start Grant
 - Discretionary Housing Payment
 - Discretionary Support Award
 - Child Benefit
 - Child's Special Allowance
 - Child Tax Credit
 - Cold Weather Payments
 - Council Tax Benefit
 - Constant Attendance Allowance
 - Disability Living Allowance
 - Flexible support fund payment
 - Funeral expense assistance
 - Income related Employment and Support Allowance
 - Exceptionally Severe Disablement Allowance
 - Guardian's Allowance
 - Health in pregnancy grant
 - Housing Benefit
 - Incapacity Benefit for first 28 weeks of entitlement
 - NON-TAXABLE Income Support
 - Industrial Injuries Benefit
 - Invalidity Benefit (replaced by Incapacity Benefit from April 1995 but still payable where invalidity commenced before April 1995)
 - In-work credit
 - In-work emergency discretion fund payment
 - In-work emergency fund payment
 - Maternity Allowance
 - Payment under a council tax reduction scheme
 - Payments out of the Social Fund to people on low income
 - Pensioner's Christmas Bonus
 - Personal Independence Payment
 - State Pension credit
 - Reduced Earnings Allowance
 - Retirement Allowance
 - Return to Work Credit, including the Self-employment Credit
 - Severe Disablement Allowance
 - Universal Credit
 - War Widow's pension
 - Welfare supplement
 - Supplementary Payment payable pursuant to the loss of disability living allowance, or reduction in housing benefit, non-contributory employment and support allowance (ESA), state pension credit, working tax credit, state pension tax credit
 - Winter Fuel payment
 - Working Tax Credit
 - Young Carer Grant

e) Property Income:

- Income from letting or sub-letting of property should be declared at the amount of the NET profit agreed with HMRC, and a copy of the HMRC's agreement used as documentary evidence (NB, as with self-employed income, if this figure is not yet available for 2023-24, please provide an estimate, followed by written confirmation via an HMRC SA302 or SA110 when available).

f) Building Society/Bank Interest received:

- Most Building Society interest, bank interest and some local authority interest is taxed at source at the basic rate. The GROSS amount of interest actually received during the year should be entered. Supporting documentation must be provided if the overall annual gross interest declared in this category exceeds £100.

g) Other Investment Income:

- All other investment income (eg interest on National Savings & Investments deposits; dividends; annuities should be entered GROSS of tax. If tax was deducted at source, parents should add in the amount of tax paid or tax credit notified. The taxable amount only should be included where income is received under an insurance policy. Supporting documentation must be provided if the overall total gross interest declared in this category exceeds £100 per year.

h) Child Support or Maintenance Allowance received:

- Parents receiving maintenance payments or separations allowances under a court order or separations agreement or arrangements made by/through the Child Support Agency or Child Maintenance Service should enter the amount required to be paid in the year. They should include the amount of any tax recovered on the payment. Please provide a copy of documentation from the court or CSA to confirm the annual amount to which you are entitled.
- Where parents are making such payments under a court order or separation agreement or by/through the Child Support Agency or Child Maintenance Service the GROSS amount they paid during the year should be declared and deducted from the total income figure (ie indicated as a minus figure).

Part C (Supporting Information and Declaration)

If you are providing copies of bank or other statements as proof of Direct Debits or Standing Orders for any of the figures requested, you must please annotate these so that it is clear which payments relate to your application.

Please provide here any details not requested elsewhere that you feel are relevant to your application, and complete and sign the declaration (NB both parents/guardians should sign the form unless it is obvious from the content of the form that this is not practical).

**Application deadline: end of Wednesday 1 May 2024
(please see next page for submission instructions)**

The RCM Junior Department is pleased to acknowledge the support of the Leverhulme Trust, the Wolfson Foundation and the HR Taylor Trust as well as the considerable number of organisations and individuals without whose contributions to the original JD Capital Appeal the JD Bursary Fund would not exist. We are also most grateful to HM Government's Music and Dance Scheme, to which nominations for funding are made by RCMJD, based on the information given in this application.

The RCM is happy to provide this publication in an alternative format. Please call 020 7591 4334 or email jd@rcm.ac.uk to discuss your requirements.

Submission deadline

Completed applications must be submitted electronically **by the end of Wednesday 1 May 2024**. Please note that we are unable to process applications sent in hard copy.

How to submit your application

We anticipate that we will be receiving a considerable number of applications and electronic processing is in some ways more complex than paper-based submissions. We would encourage you to follow these instructions carefully; please contact us as soon as you can if you envisage any issues with submitting your application digitally.

For preference, please print and hand-complete your form, or complete it using PDF editing software, including the insertion of scanned signature(s) on the final page. If you don't have access to a printer or the capacity to electronically edit a standard PDF, please contact us.

If hand-completing your form, please then scan it (at a high enough resolution to be easily legible) and save it as a PDF. Please include within one document all the pages of the form, plus any continuation sheets that you have created. If you don't have access to a scanner or other way of generating high-resolution electronic copy of your completed form, please contact us.

Please then compile your supporting documentation into a logical order and, where possible, scan/save it all as one document. If you are unable to do this then please at least ensure that file names for your individual items of documentation are clear and specific! Please contact us for guidance if you have any supporting documentation that you cannot reproduce electronically.

Once you have electronic copies of all your completed paperwork, please attach it all to ONE email, with the title 'JD bursary application for [name of student]', and send to gill.redfern@rcm.ac.uk.

RCMJD, March 2024