



Guildhall School Hardship Fund

The Hardship Fund is not an alternative to scholarship; it is there to assist students who due to unforeseen circumstances find themselves in temporary financial hardship.* Additionally, the Hardship Fund may make a contribution towards assessments and/or specialist equipment in respect of students with a disability where this is not covered by DSA.

* *The Panel considers hardship to be where a student does not have sufficient funds to cover basic living costs such as food and rent in the immediate future and has no recourse to other funds.*

The Hardship Fund Panel comprises:

- Head of Student Affairs (in the Chair)
- Dean of Students (or senior staff nominee)
- Representative from the teaching staff of Music Department
- Representative from the teaching staff of Production Arts Department
- Representative from the teaching staff of Drama Department

Quoracy: any three members

The Hardship Fund Panel will meet as often as necessary for the timely consideration of applications, usually 3 or 4 times a term. It will also consider applications by circulation when necessary.

Eligibility:

Applicants must be fully-enrolled students of the School registered on:

- a validated higher education programme, or
- the AGSM, or
- Advanced Certificate programme, or
- Short-term Study Music programme, or
- The Erasmus scheme.

Hardship is not available to extra mural students, "visiting students" or Fellows, or participants on other courses offered by the School not listed.

Application process:

The Head of Student Affairs is empowered to make small cash awards in emergency situations (up to £100), and loans up to £1,000

All applicants must complete the hardship fund application and provide supporting evidence of hardship including recent bank statements showing current balance, Student Loan Company documentation, and other sources of income.

A student may be expected to meet with the Head of Student Affairs (or nominee) either in advance of submitting an application or as part of confirmation of an award.

Application consideration:

Each application will be considered on its merits.

The Committee will consider:

- The circumstances surrounding a student's hardship
- A student's income and expenditure
- Bank statements showing balance(s) at time of application and other savings and other investments
- Any scholarship the student is already receiving from the School
- Any outstanding tuition fees owed
- A student's ability to work to support themselves
- Any hardship fund support previously awarded and any expectations set out when that award was made (eg seeking budgeting help, seeking paid employment etc)
- Any disability needs not covered by DSA.

The Hardship Fund will **not** provide awards for:

- Tuition fees, library fines or other debts to the School
- Travel to home address (UK or abroad) except in extraordinary circumstances (eg serious illness of a relative, or death in a family)
- Competition fees or travel to competitions or similar
- Headshot photography
- Health & Welfare services that are already provided by the School
- Legal Fees
- Luxury items

Awards will range from £50 to £1200 depending on circumstances. There is no standard award amount and an award to one student does not set a precedent in respect of an award to another student.

Tier 4 students are sponsored by the School on the understanding that they have provided evidence, acceptable to the UK government, that they can support themselves and will have no need for recourse to public funds. A Tier 4 student may apply for hardship but the Panel will need to be assured of the unforeseen and temporary nature of the financial hardship.

Decision

The offer of a hardship award is entirely at the discretion of the Panel and the Panel's decision is final. However, an unsuccessful applicant may resubmit an application with new or additional information at any time.

Data Usage

Data collected on the application form will be used solely for the purpose of assessing applications and for statistical, monitoring purposes and audit purposes. However, information provided in a statement that indicates a potential student welfare issue will prompt the Head of Student Affairs to contact the student concerned.

Supporting financial documentation will not be kept after a final decision on a student's application has been made and will be deleted within two weeks.

Anonymised case studies of applications may be used for information services to students or for raising money for the hardship fund.

November 2017

Amended June 2020 by Hardship Panel [editorial re titles, clarification on what is hardship and what will be considered in decision making, new section on data usage]