2022 ENTRY
SUPPORTED APPLICATION SCHEME
INSTRUCTIONS FOR APPLICANTS

Eligibility

To be eligible for the 2021/22 Supported Application Scheme, you **must**:

- Have **no** previous experience of university.
- Be applying for an eligible undergraduate programme.
- Be UK-Domiciled.
- Be living in a household with a gross annual income of below £33,000 or which receives means tested state benefits **and/or** in receipt of Free School Meals, a 16-19 bursary or a means tested bursary in a GYA Centre.

You must also meet **at least one** of the below criteria:

- Have a home postcode which is classified as Quintile 1 or Quintile 2 in the POLAR4 dataset.
  - *POLAR4 is a dataset which groups areas of the UK based on the proportion of young people progressing to higher education (Visit the Office for Students website to use the postcode checker. Alternatively email wp@gsmd.ac.uk with your home postcode to check).*
- Have a home postcode which is classified as Decile 1-4 in the Index of Multiple Deprivation (IMD) Government dataset.
  - *IMD is the official measure of relative deprivation areas of England (visit the IMD website to check, the result is in a downloadable spreadsheet, found in column F – alternatively email wp@gsmd.ac.uk with your home postcode to check).*
- Be Black, Asian or Ethnically Diverse.
- Be in care, a recent care leaver, or estranged from your family.
  - *Recent Care Leaver is defined as someone who has been in local authority care for at least 13 weeks in the last 5 years.*
  - *Estrangement is defined as having no contact with parents in the last 12 months, and being unlikely to have a relationship with them again*
- Attend one of our partner schools or youth organisations.
  - *A full list of partner schools and organisations can be found online. You will need to provide the contact details of a worker in this school or organisation, or else be referred by them, to confirm eligibility for this criteria.*
- Have a declared disability.

Step One - Application and Referral

There are two ways to apply for the Supported Application Scheme:

- Apply directly.
  - o If you choose this option, you will be required to provide evidence for some criteria.
- Referral from a school, college, theatre group or youth organisation.
  - o Please speak with your teacher or youth worker about the possibility of referring you to the scheme. If they are not aware of the scheme and have any questions, ask them to get in contact directly with our Access and Participation Officer (wp@gsmd.ac.uk).

Applications and referrals should be submitted via the application form found on the webpages.

The deadline for applying to the Supported Application Scheme is dependent on the undergraduate course you are applying to:

Programme/pathway	Deadline for receipt of referrals by the Guildhall School for application fee waivers (midday)
BMus	Monday 27 September 2021
BA in Acting	Monday 3 January 2022
BA Production Arts – Stage Management	
BA Production Arts – Theatre Technology	
BA Production Arts – Design Realisation	
BA Production Arts – Costume	
BA Digital Design and Production	

Evidence of Eligibility

If you apply directly to the Scheme, further evidence will be requested to confirm your eligibility. The following outlines evidence that may be required:

Criteria	Evidence
No previous experience of Higher Education	No evidence required, however if you are found to have previous experience of Higher Education at any point, you will be removed from the Scheme and receive no further support.
Be applying for an eligible undergraduate programme.	No evidence required.
Be UK-Domiciled.	Proof of address required.
Be living in a household with a gross annual income of below £33,000 or which receives means tested state benefits and/or in receipt of Free School Meals, a 16-19 bursary or a means tested bursary in a GYA Centre.	• A copy of a **recent** letter that outlines entitlement to an income-assessed benefit. Please ensure that this letter also contains your home address. • An official letter from your school, college or GYA Centre that outlines entitlement to Free School Meals or a bursary. • A copy of a P60 which demonstrates that household income is below £33k per year.
Eligible POLAR4 postcode	Proof of address is required for the programme – postcode will be checked.
Eligible IMD postcode	Proof of address is required for the programme – postcode will be checked.
Black, Asian or Ethnically Diverse	No evidence required.
In care, recent care leaver or estranged from family	Proof of your time in care or estrangement, such as a letter from a social worker, teacher or doctor.
Attend a partner school or youth organisation	Provide an email address for a worker in this organisation, who can be contacted to verify your attendance (it is easier if you are referred by the organisation when applying under this criteria).
Have a disability	A letter or document from a medical professional.

Evidence must be uploaded at the point of application, or you can email this directly to wp@gsmd.ac.uk. Your application cannot be processed until evidence is provided.

- Once your application for the Supported Application Scheme has been received and processed, you will receive an email from the Access and Participation Team to let you know if you have been offered a place. Please add wp@gsmd.ac.uk to your email contact list, to prevent this email going into any junk folders.

- If you are being referred to the Scheme, your referee will require your full name, date of birth, email address, home address, course you are applying to and knowledge of which criteria you meet. If you have previously submitted an application to Guildhall School please also give them your applicant number. *Please note that you must provide the name and email address which you intend to use on your course application.*

Step Two – Unique link to the online application

- If you are accepted on the Supported Application Scheme, you will be sent a **unique login link** to the online application form for the undergraduate programme.

- Please do not share this link with anyone else as it may make your application invalid. *Additionally, anyone who uses a free application link who has not been accepted onto the Supported Application Scheme will have their application cancelled.*

- Do not use any link to the online course application other than the unique link you have been sent. If you use the link on the 'How to Apply' page on the website, you will be creating a new application that requires payment in order to be submitted.

- Please do not submit an application to an undergraduate programme until you have received your unique login link – **we cannot reimburse application fees** once they have been paid. If you do pay for your application, you can still be part of the Supported Application Scheme if eligible.

Step Three – Your Undergraduate application

- Click on the link you have been sent to start your application. You should save this email as you will need to always use this unique link to access your application again.

- In order to assist you with the completion of your application form, we will send Scheme participants a detailed application guide, which will be attached to the confirmation email. If you do not have easy access to a computer or the internet, or if you would like more advice on completing the form, please get in touch with the Access and Participation Team.

- Please remember that acceptance onto the Supported Application Scheme is **not** an application to the undergraduate programme – **you must complete your application by the published deadlines**. Any Supported Application Scheme participant who has not completed their application by the relevant deadline will be removed from the Scheme, and the free application will no longer be valid.

Undergraduate programme application deadlines:

Programme/pathway	Advertised deadline
BMus	Friday 1 October 2021
BA in Acting	Wednesday 19 January 2022
BA Production Arts – Stage Management	
BA Production Arts – Theatre Technology	
BA Production Arts – Design Realisation	
BA Production Arts – Costume	
BA Digital Design for Production	

Contact

If you have any questions, please contact:

Access and Participation Team

Email: wp@gsmd.ac.uk

We can also be contacted on the School's Chat to Guildhall page.

Twitter: @GuildhallWP

Updated: July 2021