

Audition travel costs refund

Undergraduate applicants - 2020 Entry

In order to ensure that no applicants are deterred from applying to the conservatoire, applicants from the lowest income households, can apply for a refund of reasonable travel costs for attending an interview or audition. (This applies to those who have submitted a UCAS/UCAS Conservatoire application to Leeds College of Music, and who have attended an audition at Leeds College of Music, not to those attending locally based workshops/masterclasses or pre-application auditions)

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 2020 and you live with your parent(s) 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. All pages to be included.
- 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 2020, 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 18-19, or benefits evidence as listed in category 1)

CATEGORY 3

If you (the applicant) will be aged 25 or over on 1st September 2020, 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 18-19, 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 accompanying 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.
- Please note that in all cases you must pay the UCAS Apply fee. We can only refund the cost of travel to the audition.

What to do now

- Complete the attached form and enclose **photocopied, dated evidence** of your household's total income from benefits and/or employment for 2019–2020. (Suitable evidence of benefits would include a Tax Credit or Universal Credit Award notice, P60's, recent bank statement which clearly highlights a recent 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. If travel was by car, we will calculate the mileage.
- 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?

We will pay your travel costs after the audition, into the specified bank account, within 4 weeks of receiving a completed application with acceptable evidence. .

If you have any queries about this, please contact:

Louise Brown phone 0113 2223508 or email studentfunding@lcm.ac.uk

Application for a refund of travel costs to an audition



Name.....Age on 01.09.2020.....

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	
A 19-20 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 19-20 (applicants not financially dependent on parents- see guidance)	

Audition details

Your UCAS ID number	
Exact title of all course(s) auditioned for at LCoM?	
Date of audition/interview	
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 below:

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 travel costs to an audition/interview. 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 travel costs
- that all information provided by you is true and accurate

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

Name of second parent/carer/partner named on evidence	Signature of parent/carer	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:
Amount refunded: £	BACS payment date: