

LEEDS CONSERVATOIRE UNDERGRADUATE BURSARY

Terms and conditions

The Leeds Conservatoire Bursary is money from the conservatoire to assist undergraduate students from lower income households with essential living and study costs. It is part of our strategy to ensure that no potential applicant is deterred from applying due to financial worries. We welcome students from all backgrounds, and in 2024, around 40% of our UK undergraduates qualified for a bursary. Students may receive this in addition to maintenance support paid through the Student Loans Company, and any benefits or scholarships payable. It does not have to be repaid.

Leeds Conservatoire Bursary

Household income – as determined by the Student Finance income assessment.	Total amount of bursary payable
£0 to £25,000	£800
£25,001 to £42,875	£400

When and how is it paid?

The Leeds Conservatoire bursary will be paid in 2 instalments as follows:

20 th November 2025	50%
5 th March 2026	50%

How is the bursary paid?

The bursary payments are administered by the Student Loans Company, on behalf of Leeds Conservatoire. The bursary will be paid into the same bank account that your maintenance support is paid to. It is not possible to have it paid into a different account, unless you wish to change your account for student finance as well. To change your bank account details with student finance, you will need to contact them on 0300 100 0607. You would need to change your bank details a minimum of 10 working days before the bursary is payable.

Eligibility - Students must meet all the following criteria to be eligible:

- Students must be eligible to pay Home fees. Those paying International fees are not eligible.
- Students must have applied for, and be in receipt of, income assessed maintenance support through Student Finance England, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland.
- In addition, those students who are determined by Student Finance England to be Migrant Workers, and are listed as domiciled in England will qualify, subject to meeting the other criteria.
- Students and their sponsors, where applicable, must have given consent to share their income information with the conservatoire, when applying for student finance. (“Sponsor” means the person or people who supply evidence of their household income – usually the parents or partner of the student). Note that single students over the age of 25, and those who are classed as independent will not have a sponsor. The assessment is based on their own income only.
- The student record on the Student Finance portal must normally have the status of “evidence verified.” This means that the awarding authority has received and verified all the required evidence from the student and

their sponsors, to enable them to determine the residual household income for the relevant tax year. Where there has been a current year income assessment, the evidence cannot be verified until the end of the tax year, and the conservatoire may approve the bursary before the evidence is verified, in order that the student is not disadvantaged.

- The tuition fee instalment for the relevant period must have been received by the conservatoire before each bursary instalment is paid.
- The bursary has a termination date for each academic year. No bursaries will be approved for payment after 30th June, for that academic year.

Other important information:

Notification: Eligible students will be notified by a letter, which is generated automatically and sent by the Student finance awarding authority, once we approve the bursary, which will be around late August or early September. The letter will be sent to the address you have given in your student finance application, for correspondence. An email will also be sent if there are changes or a cancellation of the bursary. You can see all this correspondence on your online Student Finance account by viewing the tab called “letters and emails”

Repeating a full year: Students will be entitled to the bursary as normal, subject to the standard criteria

Repeating partial credits: Students undertaking less than 120 credits pay pro-rata tuition fees, and therefore the bursary will be pro-rated accordingly.

Withdrawal: Any instalments due after the date of withdrawal will not be paid.

Suspension: Any instalments due during periods of suspension will not be paid.

Late assessment of household income: Students whose household income assessment is finalised after the start of the academic year can still receive the bursary, providing the household income figure is available and the evidence verified before, the termination date. No bursaries will be approved for payment after this date, regardless of the reason for the delay. If you have requested a “current year income assessment” based on estimated income, from Student Finance, be aware that your sponsors will be required to provide updated financial evidence at the end of the tax year in April 2025, so please ensure that they do this without delay.

Changes in household income assessment: If the income figure changes and you become eligible for a different amount, or no bursary at all, within the academic year, we will adjust the bursary amount accordingly, but we do not expect you to pay back instalments you have already received. Students are re-assessed each year so the bursary is adjusted accordingly, for each year of study.

Changes to the bursary system: Leeds Conservatoire may decide to change the amounts, frequency of payments, or the eligibility criteria from one year to another, subject to the agreement of the Office for Students. Changes will normally apply to new students only and students who are continuing on the same course will remain on the same bursary programme. However, students who repeat years and are studying with a new cohort, may at our discretion, be included in a new bursary cohort. If this happens, we will notify you.

Surveys: We may ask bursary recipients for feedback about how the bursary has helped you and what you have used it for, as part of our evaluation. Please help us to maintain our bursary provision by responding to such requests.

Any questions?

Email: studentfunding@leedsconservatoire.ac.uk