Additional Support Fund Terms and Conditions

Effective: Academic Year 2026/27

Prepared by: ICMP Management Limited ("**ICMP Management**")
Trading Names: Institute of Contemporary Music Performance (**"ICMP**") and SAE Institute UK ("**SAE UK**").

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1. The Additional Support Fund

1.1. By applying and receiving funding from the Additional Support Fund provided by ICMP Management, operating under the trading names of **ICMP** or **SAE UK**, you agree to comply with these Terms and Conditions (**"Terms"**), which can be accessed on the respective institution's websites.

1.2. The Additional Support Fund provides financial assistance for students in exceptionally difficult financial circumstances. It can be used for financial emergencies or as a 'just in time' fund to support with the cost of food, bills, travel to ICMP or SAE UK, internet and technology, including a contribution towards the cost of a laptop (for those students who do not have equipment). Other essential provisions can include prescriptions and medication, and support towards the cost of a hostel or travel to a safe space for students who are made homeless.

1.3. The fund is limited with three application windows in which students can apply to the fund for support. Applications outside of these windows will be reviewed on a case-by-case basis.

1.4. A maximum of £900 is to be offered per student per academic year.

1.5. A set amount of resource has been allocated to each application window.

1.5.1. Application windows are as follows; 'November and December', 'March and April' and 'June and July'.

1.5.2. When the allocated amount has been reached the application will be closed and ICMP and SAE UK will not be able to offer the fund until the next application window or academic year.

2. Eligibility Criteria

2.1. Students will only be eligible for an award if they meet the following criteria:

2.1.1. They are a UK domiciled undergraduate student.

2.1.2. They are from one of the following groups:

2.1.2.1. They have a household income lower than £30,000, as evidenced through an application to the Student Loans Company.

2.1.2.2. They are a Care Leaver and/or Care Experienced, as assessed by the Student Loans Company.

2.1.2.3. They are an Estranged Student and therefore assessed as 'Independent' by the Student Loans Company.

3. Application Process

3.1. Students must apply to the Additional Support Fund using the online application form provided.

3.1.1. Students can only apply once per application window.

3.2. All information supplied by the applicant as part of their application will be held and maintained in accordance with the provision of the General Data Protection Regulation (GDPR).

3.3. The fund is limited and submitting an application **does not** guarantee a successful outcome.

3.4. It can take up to **5 working days** for applications to be reviewed and for you to be notified of the outcome by email.

3.5. Eligibility will be assessed against information the student has provided to the Student Loans Company.

3.6. Students who have not been assessed by the Student Loans Company may be required to provide original documentation to support your application as detailed below:

3.6.1. Proof of ID (Passport).

3.6.2. Three months consecutive bank statements.

3.6.3. Utility bills in your name and address.

If applicable:

3.6.4. Student Financial Award Notification.

3.6.5. Evidence of income (payslips).

3.6.6. Evidence of benefits received.

3.6.7. Childbirth certificate.

3.6.8. Proof of Care Leaver Status.

3.6.9. Proof of Carer responsibilities.

4. Payment Details

4.1. It is the responsibility of the student to ensure that they provide their bank details to ICMP or SAE UK and that they are correct. Incorrect bank details may cause delays in payment.

4.2. It can take up to 10 days from the receipt of BAC's payments details to the money reaching the student's nominated bank account.

4.3. For any enquiries related to this bursary, please contact bursaries@ad-education.ac.uk.

5. Right to Appeal

5.1. Students are able to appeal an unsuccessful application by contacting complaints@ad-education.ac.uk.

5.2. Appeals will be accepted on the basis that new evidence is submitted or proof of a change in circumstance.

5.3. An appeal does not guarantee a subsequent successful award.

5.4. Appeals must be sent within 10 days of notification of the decision.

6. General Terms and Conditions

6.1. ICMP and SAE UK reserves the right to award applicants with a supermarket voucher or travelcard as an alternative to a cash payment.

6.2. Applications for this academic year (2026-2027) formally close at the end of July 2027, or earlier if the money in the fund has been used. Applications received after this date will not be processed.

6.3. Receipt of this fund does not affect eligibility for other bursaries or financial support offered by ICMP and SAE UK.

6.4. If the student's status changes during their study as a result of information not being provided, and the student becomes ineligible, ICMP and SAE UK reserves the right to revoke the bursary and claim back any payments incorrectly made to the recipient.

6.5. If a student breaks ICMP and SAE UK's regulations and/or is withdrawn from study, no further support will be available. Funds previously paid out will not be reclaimed.

6.6. A complaint is normally a specific concern related to a procedural error, irregularity, or maladministration of your bursary, please contact us in the first instance so that an informal resolution can be sought. This may be done by emailing complaints@ad-education.ac.uk.

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V1.0	July 2026, Access and Participation Committee	2026-27 Bursaries Ts&Cs Edit	HT	August 2027