My ICMP Bursary 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. My ICMP Bursary

1.1. By receiving the My ICMP Bursary funding 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 My ICMP Bursary comprises a non-repayable award to our UK domicile undergraduate students per progressive year of study.

1.3. The bursary is awarded automatically via Student Finance in instalments, following the payment timeline outlined in Annex A.

1.4. The My ICMP Bursary is open to all students who meet the criteria outlined in Section 2.

1.5. All information supplied as part of the bursary administration will be held and maintained in accordance with the provision of the General Data Protection Regulation (GDPR).

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. A household income lower than £30,000, as evidenced through an application to the Student Loans Company.

2.1.3. Receiving Student Finance Funding.

2.1.4. Students who have not applied to Student Finance due to religious reasons.

2.1.5. Enrolled on a full-time programme on campus at SAE.

Excludes those:

2.1.6. Studying via online or distance learning.

2.1.7. Those retaking any year of their studies.

2.2. Students who believe they are eligible for the My SAE Bursary but not in receipt of Student Finance funding for the reasons outlined above should contact bursaries@ad-education.ac.uk.

3. Application Process

3.1. There is no application process, the bursary is awarded automatically to all eligible students, as determined by Student Finance. Eligibility will be checked before payment is processed.

3.2. Students not receiving Student Finance due to religious reasons or Scottish Students self-funding due to be ineligible for Student Finance in Glasgow will be asked to complete a form and supply evidence of a household income lower than £30,000.

4. Payment Details

4.1. The bursary will be paid in instalments (Annex A) by BACS (Bankers Automated Credit System) by Student Finance.

4.2. Students who have not applied for Student Finance due to religious will be paid in instalments by BACS (Bankers Automated Credit System) by ICMP or SAE UK.

4.3. Students will be eligible to receive their bursary if they are engaging with their studies at ICMP or SAE UK.

4.4. It is the responsibility of the student to ensure that the bank details they provide to Student Finance or ICMP or SAE UK are correct. Incorrect bank details may cause delays in payment. If correct bank details have not been provided by the end of the first term, the award for that year may be cancelled without further warning.

4.5. If you have overdue debt to ICMP or SAE UK, the bursary may be used as a debt relief to any outstanding debts.

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

5. General Terms and Conditions

5.1. The bursary cannot be exchanged for an alternative award.

5.2. Receipt of this bursary does not affect eligibility for other bursaries or financial support offered by ICMP or SAE UK.

5.3. If the student's status changes during their study because 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.

5.4. If a student withdraws or intermits from study, the bursary will immediately be terminated, and no further support will be available. Bursaries paid out will not be reclaimed.

5.5. 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

Annex A

My ICMP Bursary Payment Schedule

Payment	Payment Date	Payment Amount
1 – Trimester 3	November 2026	£400 per payment
2 – Trimester 1	March 2027	