

Short Courses Bursary and Scholarship, 2022-23

Frequently Asked Questions and Terms and Conditions



FAQs

Who is entitled to apply to the Agnes Allan Bursary?

- Any age
- Any discipline offered by Short Courses
- Resident anywhere

Any student who can demonstrate need for financial support to allow them to enrol upon any discipline of courses offer by the Short Courses department. Students can be at any age or stage and be intending to take part in music, drama, dance, production, or filmmaking activity.

Who is entitled to apply to the James McAvoy Scholarship?

- 25 years or under
- Drama or Acting courses (excludes all musical theatre, filmmaking, music and dance courses)
- Resident in Scotland

Any student who can demonstrate need for financial support to allow them to enrol upon Drama or Acting Short Courses (this includes weekly classes, audition preparation, short study, credit rated courses and summer schools). Applicants should be age 25 or under and be resident in Scotland.

When should I apply for assistance?

Scholarship applications must reach us before 9am on the 1st of each month. Any applications received after this date, will be assessed the following month.

We aim to acknowledge receipt of your application within 7 working days, and inform you of the outcome within 14 working days. Please note, that during our busiest periods of time (June – October) we may take a little longer to respond.

Should I book my course while I wait for the outcome?

We encourage students to apply for a scholarship at the same time as booking a course as we are not able to reserve a space while a scholarship application is being processed.

In order to book a space on the course, the student will be required to opt for instalment payments and pay the first one to secure their place on the course.

If you are unable to make an initial payment to secure your place on the course whilst awaiting your application outcome, please contact us and we will aim to make an appropriate arrangement.

Any scholarship amount awarded will be allocated to the student's Short Courses account providing a reduction in the amount payable over the remainder of the payment plan. If relevant a refund of monies paid will be issued.

Can I apply for assistance before booking on to the course?

It is possible to apply for a scholarship in advance of booking a course, but **please note that the award of a scholarship does not guarantee a space on the course**. It is the student's responsibility to book their place on the course, and to be aware that they may risk not securing a place if left too late.

What if the course is full and I book on to the waiting list?

If the student is on the course waiting list, the offer of a bursary award does not alter their position in the waiting list and they will still have to wait for a place to become available, regardless of the bursary outcome.

If they are awarded a bursary, this is held until a space becomes available on the course. If a space is offered to the student, the bursary will then be added to their account once they have accepted their place.

If a space does not become available, it is at the discretion of the Short Courses team and bursary panel to decide whether or not the student will be allowed to use the bursary towards an alternative course of the same value. If this is not a viable option, the bursary award will be returned to the pot.

Can I apply for more than one course?

We want to be able to offer support to everyone who is entitled, therefore we limit the number of successful applications to 1 course per person, per academic year (September – August).

Students are welcome to apply for additional courses, however priority will be given to students who have yet to receive support for that year.

If we find ourselves in the fortunate position to be able to support a student in more than 1 course, this will be at the discretion of the panel and Short Courses department.

Families who require assistance for more than one person, must submit separate applications for each course and each young person.

I've applied in the past, do I need to resubmit an application?

All applications are based on current circumstances, and we aim to review our process regularly to accommodate for ever changing situations, therefore we cannot take any previous applications into consideration. We require a separate application for each course, person, and year.

How will my application be assessed?

A scholarship panel of three will meet and assess your application (including at least two managers from Pre-HE departments). The amount awarded to each student will be based on:

- the information which is provided in the application form and relevant supporting evidence
- the need of the student, and what is deemed as fair and appropriate by the panel
- the total amount available to award from the scholarship.

Please read the **Short Courses Bursary/Scholarship Criteria 2022-23** for detailed information about how awards are allocated. This guide is designed to help you determine the amount of financial support you could apply for to help you with your fees for Short Courses tuition.

When you are applying, please ensure you provide clear and factual information. The scholarship panel will use this when they are allocating the bursary awards.

You may be required to provide further evidence to allow the panel to accurately assess your situation and needs.

My scholarship application has been successful, what happens next?

If your application has been successful, we will notify you by email. At this point any outstanding documents which are required for proof of income/benefits must be submitted to bursaryscholarship@rcs.ac.uk.

You must reply to the email confirming your intention to accept the scholarship within 14 days of receiving the offer. You will be given a deadline at the time of offer, and if we have had no response, you will forfeit the award and your application will be withdrawn from consideration and the amount will be returned to the bursary pot. You are welcome to resubmit an application, if you so wish, we cannot use the original application.

If you have already booked a space on the course, we will credit the award amount to your Short Courses account and the payment instalments will automatically update and reduce your remaining payment schedule.

If you have not already booked a space on the course, you will be issued with a discount code to use when you apply – this will take the award amount off the total payable for the course and automatically adjust any payment schedules that have been set up.

If your course starts within the 14 days, you must book on within 5 days of the start date.

My scholarship application has been unsuccessful, what happens next?

If your application has been unsuccessful, you have the option to appeal within 10 working days of the scholarship outcome being sent to you.

Please email us at bursaryscholarship@rcs.ac.uk clearly outlining why you wish to appeal and include any relevant information to support your case. The scholarship panel will review this information and aim to let you know the outcome within 7 working days.

What if I have booked a course and been awarded a scholarship, but the amount is not enough to allow me to take part?

As outlined above, it is possible for you to appeal a scholarship outcome. However, if you do not wish to proceed with your booking for the Short Courses following your scholarship outcome, we will refund you any monies paid towards this and withdraw you from the course.

What if I can no longer attend the course, and want to defer until next year?

As mentioned, we require a separate application for each course, student and year. As people's circumstances and our criteria changes, we cannot defer a bursary award to another course or year.

If the department must cancel the course, we can transfer the student to another course of similar value during the academic year at the discretion of the panel. Otherwise, funds awarded must be used for the course and year that were stated in the application.

What if I have to cancel and withdraw from the course?

If you have emailed to request cancellation within our 14-day cooling off period, you will receive a full refund of any monies you have paid towards the course and the bursary award will be returned to the bursary funds.

If you email to request cancellation after the 14-day cooling off period, as per our terms and conditions, you will be required to pay for the course in full. For our year-long courses, you will be required to pay for the remainder of the term.

Cancellation of a course will still use the bursary you've been awarded and may affect your ability to apply for further funding in the future.

Can I use an additional discount alongside the bursary award?

No, unfortunately discount codes cannot be used in conjunction with a bursary or scholarship. If you receive a bursary award for one course and would like to book on to a second course, you may be entitled to a discount for the second course only.

Further questions?

If you have any other questions about the scholarship application process, please get in touch with us at bursaryscholarship@rcs.ac.uk and we will be happy to assist you.

Terms and Conditions

- The RCS offers students the opportunity to apply for bursary and scholarships to give financial support for courses.
 - Students may apply for a bursary/scholarship as many times as they like in any financial year. However, priority will be given to students who have not yet been awarded support from us in the current academic year.
 - All Short Courses bursary and scholarship applications will be assessed after the deadline of the 1st of each month. Any applications received after this date, will not be assessed until the following month. The panel will review all applications and aim to provide outcomes within 14 working days.
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- For information about bursaries and scholarships available on Junior Conservatoire courses please contact them directly: juniorsddpf@rcs.ac.uk
 - Short Courses students must reserve a space and make an initial deposit on a course to secure their place. If the student is unable to secure a deposit, please contact bursaryscholarship@rcs.ac.uk to discuss potential options.
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- Bursary outcomes do not guarantee a place on any course, nor do they affect the student's position on the waiting list.
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- If a student is successful in their application, the bursary/scholarship monies will go directly to supporting their fees for their chosen course.
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- If a student is successful in their application, they will not be awarded any further funds for other courses in that same academic year.
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- The Transitions programme is not a bursary or scholarship scheme, it is a programme of study. Enquiries about this programme should be made directly to transitions@rcs.ac.uk
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- Transitions students may not apply for additional bursary or scholarship monies in that same academic year that they are a Transitions student.
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- Bursary and scholarship funds must be used towards course fees in that same academic year. Funds cannot be deferred to another year, a new application must be submitted for each student, course and year.
 - Bursary/scholarships must be used for the course applied for and cannot be transferred to another course. i.e. If a student is awarded a bursary/scholarship and then cancels their place on a course, the bursary/scholarship will be lost and will be re-allocated in the next round of applications.
 - If a student is on the waiting list for their course, any successful bursary awards do not change their position in the waiting list. The award will be held for the student and awarded if a space becomes available.
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- Failure to complete a course during the period to which the bursary/scholarship award applies will result in the award being treated as a loan to be repaid within that academic year.
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- Please check eligibility criteria for bursary and scholarships before applying. It is the student's responsibility to ensure they meet any criteria laid out.
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- Anyone awarded a bursary/scholarship must complete a feedback form at the end of their course demonstrating how the financial support benefitted them. Failure to do so may result in no further awards to that student in future academic years.
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- Once offered a bursary/scholarship, the student must accept the award within 14 days. Offers will include a deadline, if the student has not accepted, responded or booked onto the course before this deadline, the offer of support will be removed, and the application considered closed.
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