LIPA

THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

Foundation Certificate Free Place Application Form 2012-2013

The deadline for applications for the Foundation Certificate Free Places is 4pm 31st May 2012.

LIPA is offering two free places on each Foundation Certificate programme for 2012.

This means that each student that receives a free place does not have to pay the £8,950 tuition fee, although they do have to pay a £500 deposit.

As our Foundation Certificate courses are not eligible for Government support, students who receive our free places will still need to pay for their living costs themselves. They will not be eligible to take out student loans or grants from the Government to cover these costs.

Eligibility and Criteria

To be eligible you must:

- have a declared household residual income of £25,000 or less;
- be a UK student (i.e. your permanent registered home address must be in the UK);
- you must be interested in continuing onto study a degree at LIPA in 2013, after completing the Foundation Certificate;
- not already have taken part or all of a course of higher education such as a degree or postgraduate qualification;
- be prepared to pay a £500 deposit by 31st May or within one month of your offer (this is refundable on successful completion of the course);
- be able to fund your cost of living expenses for the duration of the course at LIPA.

Meeting the criteria does not guarantee you an award.

Priority will be given to applications from:

- students who demonstrate they are in the greatest financial need;
- students from neighbourhoods where participation in higher education is low.

What happens after you have applied?

The deadline for submitting your application with all your supporting evidence to LIPA is 31st May 2012.

You will receive an email to acknowledge receipt of your application.

The following steps will then take place:

1. An income check will take place whereby LIPA's Student Finance Office (SFO) will check the household income information supplied and all your supporting evidence. If we require you to provide further documents to allow us to assess your household income, we will contact you by email, so you must check your email account regularly.
2. If more students qualify than there are Free Places available, those with the lowest household income will be allocated first in ascending order. Further priority will be given to students from neighbourhoods where participation in higher education is low. In instances where students' financial circumstances are judged to be the same, the final decision may need to take the students' ability into consideration.
3. Successful applicants will be contacted to inform them of their Free Place awards on 29th June 2012.

When completing your application form, please use black ink throughout.

Queries

If you have any questions or require support when completing this form, please email Howard Ashton, Admissions Manager at h.ashton@lipa.ac.uk. Please provide a contact telephone number in your email, as it may be easier for us to discuss your query with you over the phone.

Section One - Personal Details

Basic personal information

Q1. Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ If other, please state:

Q2. Forename(s):

Q3. Surname:

Q4. Male ☐ Female ☐

Q5. Date of birth: D D M M Y Y Y Y

Q6. Age on 30/09/2012:

Please complete the following question with the details as exactly stated on your birth certificate or passport.

Q7. Nationality:

Identity evidence details

Q8. Do you hold a UK passport? Yes ☐ No ☐

If YES, please enclose a photocopy of the page of your UK passport containing your passport number, full name, nationality and photograph.

If NO, please enclose a photocopy of your birth or adoption certificate.

Contact details

Q9. Please give your current home address:

Town / City:

County: Postcode:

Q10. Home telephone number:

Q11. Mobile telephone number:

Q12. Email address:

Q13. Marital status: Single ☐ Living with a partner ☐ Married / Civil partnership ☐ Separated ☐ Divorced / Dissolved civil partnership ☐ Widowed / Surviving civil partner ☐

Q13a. If married / civil partnership, please give the date of marriage / civil partnership: D D M M Y Y Y Y

Q14. Did either of your parents go to university? Yes ☐ No ☐

Section Two - Course Details

Q1. Please select the course that we have offered you a place on:

- ☐ **Foundation Certificate in Performing Arts (Acting)**
- ☐ **Foundation Certificate in Performing Arts (Dance)**
- ☐ **Foundation Certificate in Performing Arts (Singing)**
- ☐ **Foundation Certificate in Popular Music and Sound Technology**

Q2. Do you intend to start the course in September 2012? Yes ☐ No ☐

Q3. Are you interested in studying a degree level qualification at LIPA in 2013? Yes ☐ No ☐

Section Three - Dependent or Independent Student Status

This section determines whether you are a **dependent** or an **independent** student. This is important as it establishes whose income needs to be taken into account when completing Sections Four and Five.

Q1.	Will you be 25 or over on 16/09/2012?	Yes ☐	No ☐
Q2.	Are you or will you be married or in a civil partnership on 16/09/2012?	Yes ☐	No ☐
Q3.	Will you have care of a person under 18 on 16/09/2012?	Yes ☐	No ☐
Q4.	Are you estranged from your parents or have no way of reasonably contacting your parents?	Yes ☐	No ☐
Q5.	Are you or have you since the age of 16 been in Local Authority Care (for example, foster home)?	Yes ☐	No ☐

If you answered **YES** to **ANY** of these questions, you are an **independent** student so please now proceed to Section Four and fill in Sections Four and Five as an independent student.

If you answered **NO** to Q1 to Q5 in this section, you are likely to be a **dependent** student unless you have supported yourself financially for the last three years or more.

Everyone who answered **NO** to Q1 to Q5, should proceed to Q6.

Q6.	Have you supported yourself financially for a total of three years or more prior to 16/09/2012?	Yes ☐	No ☐

If you answered **NO** to Q6, you will be classed as a **dependent** student so please now proceed to Section Four and please fill in Sections Four and Five as a dependent student.

If **YES**, you are likely to be considered an **independent** student so please give details of how you supported yourself financially in Table A. You will also need to fill in Sections Four and Five as though you are an independent student.

Table A

Name and address of your employer or your benefit office	Do you work full- or part-time?	From	To	Amount of salary wages or benefit you have received (state whether it was weekly, monthly or yearly)
		(MM/YYYY)	(MM/YYYY)	

Section Four - Personal Circumstances

Table B

Independent student

Who do you normally live with?

A: ☐ On your own
☐ Friend(s)

B: ☐ Relative(s)
(e.g. siblings, grandparents, uncle / aunt, god parents)
☐ Partner (wife / husband / civil partner)

C: ☐ Other (please state) _____

If **A**, fill in person 1 as your own financial circumstances (do not count friends or house mates) and leave person 2 blank.

If **B**, fill in person 1 as your own financial circumstances, but also ask your partner or the relative with the highest income who you live with to fill in person 2.

If **C**, please contact us so we can assess your individual circumstances and advise you on how to complete the rest of the form.

Dependent student

Who do you normally live with?

A: ☐ Parents (Mother and Father)
☐ Adoptive / foster parent(s)
☐ Mother and her partner
☐ Father and his partner

B: ☐ Mother only
☐ Father only

C: ☐ Other (please state) _____

If **A**, person 1 should be completed by the highest earner and person 2 should also be completed by the other person that lives with you.

If **B**, the parent that you live with should provide information in person 1 and leave person 2 blank.

If **C**, please contact us so we can assess your individual circumstances and advise you on how to complete the rest of the form.

Table C

Person 1

Relationship to applicant:

☐ Mother ☐ Father ☐ Mother's Partner
☐ Father's Partner ☐ Yourself ☐ Other _____

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ _____

Forename(s): _____

Surname: _____

Home address: _____

Postcode: _____

Home telephone number: _____

Email address: _____

Person 2

Relationship to applicant:

☐ Mother ☐ Father ☐ Mother's Partner
☐ Father's Partner ☐ Yourself ☐ Other _____

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ _____

Forename(s): _____

Surname: _____

Home address: _____

Postcode: _____

Home telephone number: _____

Email address: _____

Table D

	Person 1	Person 2
Q1. Employment status:	☐ Employed full-time ☐ Employed part-time ☐ Self-employed ☐ Unemployed ☐ Retired ☐ Homemaker ☐ Full-time Carer	☐ Employed full-time ☐ Employed part-time ☐ Self-employed ☐ Unemployed ☐ Retired ☐ Homemaker ☐ Full-time Carer
Q2. Please give your job title if you are employed, self-employed or retired (if retired, please state previous occupation prior to retirement).	Job title: _____	Job title: _____
Q3. If self-employed, please state the following: **A:** Do you have employees? **B:** If yes, how many?	**A.** Yes ☐ No ☐ **B.** _____	**A.** Yes ☐ No ☐ **B.** _____
Q4. If unemployed, please state the length of time you have been out of work.	_____	_____

Section Five - Income Information

You must answer every question in Table E, entering the amount of income received. If person 1 and / or person 2 did not earn / receive any of the income types, please enter £0.00 on the application form.

Table E

Please give financial details for tax year from 6 April 2010 to 5 April 2011. Please fill in all the questions and put £0.00 where no income or deductions are relevant.

	Person 1	Person 2
For the tax year 6 April 2010 - 5 April 2011:		
Q1. Did you receive Working Tax Credits or Child Tax Credits?	Yes ☐ No ☐	Yes ☐ No ☐
Q2. Did you receive Income Support?	Yes ☐ No ☐	Yes ☐ No ☐
Q3. Did you receive any income from salary, wages, taxable state benefits or from occupational or private pensions?	Yes ☐ No ☐	Yes ☐ No ☐
A. Total income from salary / wages	£	£
B. Total income from taxable state benefits	£	£
C. Total income from occupational pension(s)	£	£
D. Total income from private pension(s)	£	£
Q4. Did you receive any income from a state retirement pension?	Yes ☐ No ☐	Yes ☐ No ☐
E. Total non-lump sum amount received	£	£
F. Total lump sum amount received	£	£
Q5. Did you receive any income from savings and investments?	Yes ☐ No ☐	Yes ☐ No ☐
G. Total **interest** from UK banks, buildings societies and unit trusts	£	£
H. Total income from UK life insurance gains, securities and partnerships	£	£
I. Total income from UK investments and dividends	£	£
J. Total income from foreign investments and dividends	£	£
Q6. Did you receive any taxable benefits in kind?	Yes ☐ No ☐	Yes ☐ No ☐
K. Total income received	£	£
Q7. Did you receive any other income during the 2010-11 tax year that you **haven't** yet told us about?	Yes ☐ (Go to Q8) No ☐ (Go to Q15)	Yes ☐ (Go to Q8) No ☐ (Go to Q15)
Q8. Did you receive any income from self-employment?	Yes ☐ No ☐	Yes ☐ No ☐
L. Total taxable profit from business	£	£
M. Total taxable profit from partnerships	£	£
Q9. Did you receive any other taxable income or lump sums?	Yes ☐ No ☐	Yes ☐ No ☐
N. Total income received	£	£
Q10. Did you receive any income from property lettings?	Yes ☐ No ☐	Yes ☐ No ☐
O. Total income received	£	£
Q11. Did you receive any income from UK trusts?	Yes ☐ No ☐	Yes ☐ No ☐
P. Total income received	£	£
Q12. Did you receive any foreign income?	Yes ☐ No ☐	Yes ☐ No ☐
Q. Total income received	£	£
Q13. Did you receive any income from an overseas pension?	Yes ☐ No ☐	Yes ☐ No ☐
R. Total income received	£	£
Q14. Did you receive any other overseas income and gains?	Yes ☐ No ☐	Yes ☐ No ☐
S. Total income received	£	£
Q15. GRAND TOTAL OF ALL INCOME RECEIVED (Q3 to Q14)	**£**	**£**

Section Five - Income Information (continued)

Change in circumstances

Q16. If your total household income has changed significantly since the tax year from 6 April 2010 to 5 April 2011, i.e. if your circumstances have changed since 6 April 2011 (for example, due to redundancy or retirement), please outline any changes and the effect to your household income below:

Evidence to support income information supplied in Q1to Q16

You must provide copies of the essential evidence listed below for each person for your application to be considered. Supplementary evidence is optional and can help support your application.

Table F

Person 1	Person 2
If you are employed: Copy of P60 for 2010-11	**If you are employed:** Copy of P60 for 2010-11
If you are self-employed: A copy of your online or paper tax return for the tax year 2010-11. If not available, evidence supporting the figures (e.g. copies of business accounts)	**If you are self-employed:** A copy of your online or paper tax return for the tax year 2010-11. If not available, evidence supporting the figures (e.g. copies of business accounts)
If you are unemployed or in receipt of additional benefits: Copies of proof of benefits (e.g. tax credits notification, child benefit book, letter of benefits)	**If you are unemployed or in receipt of additional benefits:** Copies of proof of benefits (e.g. tax credits notification, child benefit book, letter of benefits)
If you are retired: Copy of P60 for 2010-11	**If you are retired:** Copy of P60 for 2010-11
All other income: If you are self assessed a copy of your online or paper tax return for the tax year 2010-11. If not applicable, provide other documentation supporting income. (e.g. annual statement of interest, tax voucher, dividend certificate)	**All other income:** If you are self assessed a copy of your online or paper tax return for the tax year 2010-11. If not applicable, provide other documentation supporting income. (e.g. annual statement of interest, tax voucher, dividend certificate)

Notes on evidence

All evidence should be photocopies, please do not send originals. Do not send personal or business bank statements.

Section Six - Declarations for person 1 and 2 and applicant

Data Protection Act 1998

LIPA is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of LIPA's registration. When signing the two sets of declarations below, all parties will be giving explicit consent to the processing of their data by LIPA.

DECLARATION FOR PERSON(S) NAMED IN SECTIONS FOUR AND FIVE

We will not be able to process this application unless each person signs and dates this declaration.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete.
- I consent to my data being processed and shared with LIPA staff for the purposes of selection, assessment, payment, reporting and monitoring.
- I understand that if, subsequent to submitting my application, information I have supplied in support of my application is found to be incorrect, LIPA reserves the right to reject the application.
- I understand that the personal data which I have provided on this form may be stored in paper and / or electronic form in accordance with LIPA's Data Protection policy and with the provisions of the Data Protection Act (1998).

Person 1	Person 2
Your full name (in BLOCK CAPITALS):	Your full name (in BLOCK CAPITALS):
Your signature:	Your signature:
Date: / /	Date: / /

DECLARATION FOR STUDENT APPLYING

We will not be able to process this application unless you sign and date this declaration.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete.
- I consent to my data being processed and shared with LIPA staff for the purposes of selection, assessment, payment, reporting and monitoring.
- I understand that if, subsequent to submitting my application, information I have supplied in support of my application is found to be incorrect, LIPA reserves the right to reject the application.
- I understand that the personal data which I have provided on this form may be stored in paper and / or electronic form in accordance with LIPA's Data Protection policy and with the provisions of the Data Protection Act (1998).

Student
Your full name (in BLOCK CAPITALS):
Your signature:
Date: / /

Section Seven - Completing and returning this form

Checklist

Before you return this form, please make sure that you have:

- filled in all the sections ☐
- enclosed a photocopy of your passport details and if you do not have a passport you have enclosed a photocopy of your birth or adoption certificate ☐
- given us an up to date contact number ☐
- all of the financial information is filled in by the correct person(s) ☐
- included all the evidence required to support answers to Sections Four and Five ☐
- ensured the declaration for person(s) named in Sections Four and Five are signed by the appropriate named person(s) ☐
- signed the student declaration ☐

Returning this form

Please return this form to:

Admissions Manager
The Liverpool Institute for Performing Arts
Mount Street
Liverpool
L1 9HF

It should be sent in a sealed envelope, including all the appropriate evidence.
Please clearly write reference **FCFP12/13** on the top left-hand side of the envelope.
Please remember to pay the correct postage.

Deadline

It is very important that we receive this form with all the appropriate evidence by

4pm on 31st May 2012.

Our decision on your application will be communicated on 29th June 2012.