

## Abbey Road Institute Scholarship Programme Terms and Conditions

Abbey Road Studios is running a scholarship programme for two black students to study the Advanced Diploma in Music Production and Sound Engineering course at the Abbey Road Institute London for one year. These Terms and Conditions set out the full details of who is eligible, how to apply and what the scholarship consists of.

Please read this document carefully and ensure that you understand these Terms and Conditions. Please also ensure that you understand the Terms and Conditions for the Advanced Diploma in Music Production and Sound Engineering Course, which can be found [here](#).

### Definitions used in these Terms and Conditions:

**Scholarship:** The Scholarship consists of three parts. The first two will be awarded prior to the start of the course (Scholarship Award and Maintenance Grant) and the third will be offered on successful completion of the course (Work Placement).

- (1) **Scholarship Award:** Payment by the Studios of the full cost of 100% of the Course Fees to the Institute on behalf of the Student enrolling on the Course for one year only.
- (2) **Maintenance Grant:** A contribution from the Studios of up to a maximum of £12,000 towards living cost (subject to an individual assessment of Students' circumstances) which, if awarded, will be paid to the Student throughout their studies on the Course in 12 monthly instalments for one year only.
- (3) **Work Placement:** Upon successful completion of the Course the student will be offered a work placement at the Studios for one year as a Studio Runner or a similar position.

**Committee:** The Abbey Road Scholarship Selection Committee, which shall comprise representatives from Abbey Road Studios, Abbey Road Institute, Universal Music UK and a nominated Universal Music UK recording artist (nominated by Universal Music UK and Abbey Road Studios).

**Course:** The Advanced Diploma in Music Production and Sound Engineering at Abbey Road Institute London.

**Course Fees:** the most up to date cost of studying on the Course. See the [Course website page here](#) for the latest Course fees.

**Course Terms and Conditions:** The terms and conditions applicable to all students enrolling on the Course. [Full terms and conditions can be found here](#).

**Course Offer Letter:** the letter setting out the offer made by the Institute relating to the student securing a place on the Course.

**Institute:** Abbey Road Institute London

**Scholarship Entry Criteria:** The list of criteria that the applicant to the Scholarship must meet, which is fully set out at section 2(a) below.

**Scholarship Offer Letter:** The letter setting out the offer of the Scholarship by the Committee to study at the Institute.

**Student:** A student who receives a Scholarship and enrolls on the Course.

**Studios:** Abbey Road Studios, London

## 1. Scope of the Scholarship

The Scholarship consists of:

- a) The Scholarship Award. Full details of the award will be set out in the Course Offer Letter and the Scholarship Offer Letter prior to commencement of the Course.
- b) A Maintenance Grant, subject to an individual assessment of Students' circumstances. Further details can be found at section 5 below.
- c) A Work Placement. Such placement will be offered upon successful completion of the Course and on the Studios' standard employment terms at the time. Further details can be found at section 7 below.

## 2. Eligibility and Application

- a) Candidates must satisfy the following Scholarship Entry Criteria to apply for the Scholarship;
  - i. have successfully met the Course entry requirements: See the Entry requirements here on the course page;
  - ii. be one of the following categories of ethnicity: Black African; Black Caribbean; Black Other; Mixed – White and Black Caribbean; Mixed – White and Black African; or Other mixed background (to include Black African, Black Caribbean or Black Other);
  - iii. be a British citizen;
  - iv. be aged between 18 - 25 at the time of enrolment on the Course,

together (the "**Scholarship Entry Criteria**")

- b) A Scholarship will be granted at the sole discretion of the Committee upon receipt of evidence that the Scholarship applicant meets the Scholarship Entry Criteria stated above and following a shortlisting and interview process. Details of the Committee's assessment criteria is set out at section 4 below.
- c) The award of all Scholarship is subject to compliance of the Student with the terms set out in these Terms and Conditions, the Scholarship Entry Criteria, the Course Offer Letter, the Scholarship Offer Letter and the Course Terms and Conditions.

Please note that in the event an applicant is accepted onto the Course, but is not successful in receiving a Scholarship, the applicant can keep the place on the Course if they are able to self-fund or arrange other funding, or withdraw from the Course application.

## 3. How to Apply

If a Student meets the Scholarship Entry Criteria, an application for a Scholarship can be made via our website. Full details of the application process can be found here.

#### **4. Selection**

- a) Selection of the Student will be made on a discretionary basis by the Committee, whose decision is final. The Committee will select the candidates it deems to be the most deserving.
- b) The Committee will assess, shortlist and interview the Scholarship applicants based on the following criteria:
  - i. Motivation and commitment to pursue studies in music production and audio engineering;
  - ii. Creative potential;
  - iii. Motivation to pursue a career in a studio environment;
  - iv. The need for financial support to enable studying at the Institute
- c) The above criteria will be assessed through the following means:
  - i. Review of the documents submitted to apply for the Course and Scholarship, including the cover letter, Scholarship statement and supporting financial documents submitted at the time of application to the Course;
  - ii. Interviews with shortlisted Scholarship candidates

#### **5. Payment of Course Fees and Maintenance Grant**

- a) The Scholarship will cover the full cost of the Course Fees for one year only.
- b) An additional Maintenance Grant towards the Student's necessary living costs during the Course year may also be available to the Student upon an individual assessment of the Student's circumstances. The value of the Maintenance Grant will be means tested and is dependent on the Student's household income and the Institute being provided with the necessary documents and information to make such assessment. The minimum Maintenance Grant available is a maximum of £12,000. The assessment may include information and evidence relating to the Student's household income, so Students wishing to apply for a Scholarship should ensure they have consent of their household to provide this. Students must supply correct and accurate information when requested. Further details of what is required will be provided following acceptance of the Scholarship.
- c) Subject to the above, the Maintenance Grant will be paid to the Student in 12 equal instalments throughout the duration of the Course. If the Student terminates their studies at any time and for any reason, the payments will be terminated at the same time and no further payments will be made.
- d) The Scholarship is offered to the Student recipient named by the Committee only and cannot be transferred to any other individual.
- d) The Scholarship Award has no cash value and cannot be exchanged for any monetary income, compensation or cash alternative nor can it be transferred to any other individual.

#### **5. Continued Receipt of Scholarship**

- a) It is expected that the Student will dedicate themselves to their studies and successfully pass the Course at the first attempt. Where the Student is not able to pass the Course at first attempt, the Studios will not pay for any fees associated with re-sitting exams or resubmitting assignments. If there are extenuating circumstances which are discussed and agreed with the Institute the Student may be able to repeat the required units of the Course. This is subject to there being available space on

another intake within a 12-month period for the specific term that the Student has failed. Any additional financial support required due to the extenuating circumstances will be discussed and agreed on a case by case basis.

- b) Upon receiving a Scholarship Offer Letter, the Student is required to take the following steps:
- i. Accept the terms of the Scholarship within 14 days of receiving the Scholarship Offer Letter (which will be issued by email) and confirm the Student's commitment to enrol on the Course on the agreed intake start date;
  - ii. Enrol on the Course on the intake start date as agreed during the Course interview and Scholarship interview. Scholarships may not be deferred to the following intake or academic year unless the Studios expressly agree to this with the Student in writing;
  - iii. Meet any conditions set out in the Course Offer Letter. **Please note in particular that:**
    - a. A place on the Course is offered as either a 'conditional' or an 'unconditional' offer. If the Student has been given a Scholarship and has a 'conditional' offer the Student must fully achieve all of the conditions as laid out in the Course Offer Letter before enrolling. If the Student does not meet the conditions as laid out in the Course Offer Letter before enrolling, the Student may not be eligible for the Scholarship.
    - b. The Student must provide the Institute with satisfactory evidence of qualifications and compliance with any and all conditions set out in these Terms and Conditions and the Course Offer Letter upon request.
  - iv. Enrol and attend as a full-time student for the full duration of the Course. The Student must meet the minimum attendance and grades during their studies to successfully pass and complete the Course as laid out in the Course Terms and Conditions. To pass the Course Students must achieve a grade of 80% or above.

**Failure to meet any of these Terms and Conditions and the Course Terms and Conditions may result in the Scholarship being withdrawn (as set out in section 6 below).**

## **6. Withdrawal, Cancellation or Deferment**

- a) The Scholarship may be withdrawn by written notice sent to a Student if, in the opinion of the Studios or the Institute (acting in good faith), the Student has not complied with the obligations set out in these Terms and Conditions and/or any terms of the Course Offer Letter or Course Terms and Conditions. Withdrawal of the Scholarship shall take effect from the date of the written notice.
- b) If a Student wishes to cancel their place on the Course after acceptance of the place and the Scholarship and before enrolment, they must do so in writing to the Campus Manager at least 28 days before commencement of the Course.
- c) If a Student wishes to cancel their place on the Course after enrolment, they must notify the Campus Manager in writing straight away. They will not receive any further Maintenance Grant payments or any refund or financial compensation for the Course Fees. Non-attendance of classes does not constitute formal withdrawal, cancellation or deferment of the Course.

- d) If a Student is expelled from the Institute they will not receive any financial compensation in regards to the Scholarship, including any financial support (i.e. no further payments of the Maintenance Grant) or the Work Placement.
- e) Where a Student is unable to complete their studies due to critical illness it may be possible to defer their studies to a later date. A doctor's certificate must be provided to the Campus Manager and the Student will be supported on a case by case basis. See the Course Terms and Conditions for full details.
- f) If a Student does not complete or pass the Course first time (or, if applicable, subject to individual circumstances, within the agreed number of re-sits), for any reason, the Work Placement will be withdrawn.
- g) The Scholarship is non-transferable to another applicant or student.

## **7. Work Placement Opportunity**

Upon successful completion of the Course, the Institute will offer a Work Placement opportunity the Student. The Work Placement will be subject to a separate employment contract with the Studios, which will be provided to the Student upon completion of the Course. Successful completion of the Course means passing the Course first time (or, if applicable, subject to individual circumstances, within the agreed number of re-sits) with a grade of 80% or higher.

In order to complete the Work Placement, the Student will need to qualify for lawful employment in the United Kingdom for the 1 year period of the placement. Full details of the Work Placement and the Studios' standard employment terms will be provided to the Student following successful completion of the Course. In the event the Student does not qualify for lawful employment in the UK at the time the Work Placement is offered, the Studios may not be able to employ the Student or offer the Student a placement.

## **8. General Conditions**

- a) The Studios reserves the right to amend its Scholarship provisions without notice, but if a Student has already been accepted onto a Scholarship, that Student will continue to be entitled to receive that Scholarship.
- b) These Terms and Conditions are supplemented by the Course Terms and Conditions, which are applicable to students enrolling at the Institute. A Student accepting a Scholarship and a place on the Course must accept and adhere to both sets of Terms and Conditions.
- c) By applying for a Scholarship and, if successful, accepting a Scholarship, the Student is accepting these Terms and Conditions and the Course Terms and Conditions and entering into an agreement with the Institute and the Studios (the "**Agreement**"). Such Agreement shall be governed by and construed in accordance with the Laws of England, whose courts shall have exclusive jurisdiction for the settlement of any disputes arising hereunder
- d) As the recipient of the Scholarship is not making any financial payments to the Institute, any references to fees, payment plans, refunds and registrations fees as stated in the Course Terms and Conditions are not applicable and are superseded by the guidance given above in reference to withdrawal, cancellation and deferment at section 6.

- e) If any part of this Agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

## **9. Marketing and Testimonials**

As a Scholarship Student, the Studios and the Institute will, from time to time, both during the Course and after completion of the Course and/or the Work Placement, ask the Student to:

- i. be a student ambassador and attend Institute and Studios events (either online or in-person);
- ii. Give student testimonials whilst studying at the Institute, which may be used in publicity material at the Studios' and the Institute's discretion;
- iii. After graduation give alumni testimonials and provide future updates on how the Scholarship has influenced the Student's career, which may be used in publicity material at the Studios' and the Institute's discretion.

## **10. Personal Information and Privacy**

- a) Any personal information provided hereunder will be subject to the Institute's privacy policy at <https://abbeyroadinstitute.co.uk/privacy-policy/> ("**Privacy Policy**").
- b) The information the Institute requests from applicants is for the sole purpose of assessing that the applicant meets the Course entry requirements, Scholarship Entry Criteria, and for the purposes of assessing the value of the Maintenance Grant. It will not be shared with any third parties. If an applicant needs to change or update any of the information submitted to the Institute please contact the Institute directly and they will update their records.
- c) The Institute will collect, process and use the data provided concerning the Scholarship in accordance with General Data Protection Regulations 2018 and all other applicable data protection laws and regulations.