

# 16-19 Bursary Fund Application Form 2024/25

In September 2011 the Government introduced a Bursary Fund providing support to young people from less advantaged backgrounds, living in England, to meet the cost of participating in post-16 education and training.

If you are living in care, a care leaver, are in direct receipt of income support or Universal Credit (in your own name) or are in receipt of Employment Support Allowance and also in receipt of Personal Independence Allowance you will be eligible to receive a Bursary of £1,200 a year.

If you are eligible for free school meals or your household income is less than £25,000 you may be eligible for a bursary of up to £850.

The 16 – 19 Bursary Policy is available from the Finance Office and Learning Support or can be found on the “Governance and Policies” section of the academy website.

If you need any help in completing this form you should contact Miss Megan Knight (Pastoral Manager). Sections 1, 2, 3 & 4 should be filled in by the student and sections 5 & 6 by parent(s)/guardian(s).

## Section 1 – Personal Details (to be filled in by the student)

Name	
Date of Birth	
Home Address	
Postcode	
Contact Number	
E-mail for Payment Advice	
Tutor Group	
Distance from Home to Academy	
Method of Transport	
Bus / Train Fare	Daily:                      Weekly:                      Monthly:

## Section 2 – Personal Circumstances (to be filled in by the student – note all applications are treated in the strictest confidence)

	Yes	No
Are you in Local Authority care, a care leaver, or living with foster parents?		
Are you (the student) in receipt of income support?		
Are you (the student) disabled and in receipt of Employment Support Allowance and also Personal Independence Payment?		
Have you (the student) been in receipt of free school meals?		

**Section 3 – Student Bank Information** (to be filled in by the student and the account **MUST** be in the student's name)

Name of Bank or Building Society											
Branch											
Sort Code											
Account Number											
Account Name											
Roll Number (Building Society Accounts only)											

**Section 4 – Student Declaration**

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform BOA Stage and Screen Production Academy of any changes to my personal circumstances or if my household income increases to above £25,000. Failure to do so may result in funds being reclaimed. Fraudulent claims may be reported to the police.

Signed	Date
--------	------

If you live with or are financially dependent upon your parent(s) or guardian(s) and they are on low incomes then they should complete the details below.

**Section 5 – Household Income Details** (to be filled in by the parent(s)/guardian(s))

Name		
Does the young person live with you at the address shown above?	Yes	No

Do you receive any of the following?

	Yes	No
Universal Credit		
Income Support/Job Seekers Allowance/Employment & Support Allowance		
Child Tax Credit		
Working Tax Credit		
Pension Credit		
Other income based benefit (please specify)		
Unearned income over £300 e.g. Income from shares, rental income or investments?		

**YOU MUST ATTACH EVIDENCE OF RELEVANT BENEFIT – e.g. ORIGINAL COPY OF THE MOST RECENT AWARD LETTER FROM BENEFIT AUTHORITY.**

**FOR WORKING TAX CREDIT OR CHILD TAX CREDIT YOU NEED TO SUPPLY 2024/25 WORKING TAX CREDIT AWARD NOTICE.**

**FOR UNIVERSAL CREDIT YOU MUST SUPPLY YOUR LAST 3 STATEMENTS.**

**EVIDENCE OF SELF-EMPLOYED INCOME OF LESS THAN £25,000, SUBMIT SA302 OR ACCOUNTANT'S LETTER ON HEADED PAPER**

**UNEARNED INCOME: PLEASE SUPPLY DIVIDEND VOUCHERS, CERTIFICATES OF TRUST, RENTAL BOOK, BANK OR BUILDING SOCIETY STATEMENTS OR SIMILAR OFFICIAL DOCUMENTATION.**

Do you work?

Gross Household Income	Adult 1	Adult 2 (if applicable)
	£	£

PLEASE ENCLOSE A COPY OF YOUR P60(s) FOR 2023/24

## Section 6 – Parent(s)/Guardian(s) Declaration

I can confirm that the information given in this form is correct and complete to the best of my knowledge.

I understand to inform BOA Stage and Screen Production Academy if the household income increases to above £25,000.

I understand that the academy has the right to make an independent check of any evidence produced and that fraudulent claims may be reported to the police.

Signed	Date
--------	------

### Procedure

1. Application form to be completed by the student and submitted to Reception by 13th September 2024
2. You will be informed of the decision week commencing 30<sup>th</sup> September 2024 including the reasons for rejection of an application in whole or in part.
3. You are entitled to appeal against any decision (see Bursary Policy).
4. If a student who has received financial assistance leaves before the completion of their course, they may be required to repay all or part of their grant.

---

## For Office Use Only

Date	Decision	Letter Sent

Term	Amount Awarded	Submitted to Finance (date)
Autumn Term		
Spring Term		
Summer Term		
<b>Total</b>		

Authorising Signature	
-----------------------	--