

## 16-19 Bursary Fund Application Form 2025-26

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 Mrs Megan Rogers (Pastoral Manager). Sections 1, 2, 3 and 4 should be filled in by the student and sections 5 and 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	
Email for Payment Advice	
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)

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

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

Name		
<b>Does the young person live with you at the address shown above?</b>	Yes	No

**Do you receive any of the following?**

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

**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 2025/26 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 2024/25**

**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
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**Procedure**

1. Application form to be completed by the student and submitted to Reception by 12th September 2025
2. You will be informed of the decision week commencing 29th September 2025 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.

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**FOR OFFICE USE ONLY**

Date	Decision	Letter Sent

Term	Amount Awarded	Submitted to Finance (date)
Autumn Term		
Spring Term		
Summer Term		
Total		

Authorising Signature	Date
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