



**BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY**

BURSARY POLICY

Introduction

Bodens College of Performing Arts Bursary Fund is set up to provide financial support to help students overcome specific barriers to participation so they can stay in education. There are two types of 16-19 bursaries:

- A vulnerable bursary of up to £1,200 a year for students in one of the defined vulnerable groups
- Discretionary bursaries that institutions award to meet individual needs, for example, transport, meals, books and equipment.

Vulnerable bursary

An application for a vulnerable bursary can be made where the applicant is in one of the groups below:

- You are in or recently left local authority care
- You get Income Support or Universal Credit in your own name
- You get Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- You get Personal Independence Payment (PIP) in your name and either Employment and Support Allowance or Universal Credit (UC)

We do require original evidence from external agencies, key worker/social worker or evidence of benefit in your own name.

Discretionary bursary

For those not falling into one of the vulnerable groups and where financial support is needed to stay in education, an application can be made for a discretionary bursary. Applicants must be between 16 and 19 years old and in full time education.

The amount of bursary funding is dependent on the following:

- A total household income of less than £25,000
- Behaviour, attendance and punctuality will be monitored on a weekly basis.
- At least 90% authorised attendance and 100% punctuality should have been achieved. If there are any punctuality or attendance concerns, the bursary payment will be withheld for that specific week. Serious incidents of poor behaviour resulting in an internal or external exclusion will also result in bursary payments being withheld.
- Please note that absence or lateness will need evidence as to the reason in order to continue to receive the bursary payment.

Exceptional Circumstances

The bursary fund can also help with hardship needs arising from a sudden change in the financial circumstances of families during the year, such as a redundancy or sudden drop in income. Students who apply with exceptional circumstances will be viewed on an individual basis where financial need can be evidenced. A covering letter should be included, outlining the circumstances and providing supporting evidence.

Evidence

All applications to access the Bodens College of Performing Arts Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the school to provide financial assurance as required. All evidence will be treated as confidential.

Acceptable supporting evidence for the Vulnerable Bursary will either be a:

- Statement from the Local Authority confirming the student's current or previous looked after status.
- Recent Entitlement or Award Statement setting out the benefit to which the student is entitled.

Acceptable supporting evidence for the Discretionary Bursary will be evidence of the below. Documentation will only be accepted for the most recent full tax year, unless significant changes to family income have taken place. In this case we would require additional supporting evidence. The easiest way to tell us about your household income is from your Tax Credits Award notice letter (TC602). This letter will record your household income.

Other supporting evidence can include:

- Universal Credit (Income Support)
- Job Seekers Allowance
- Child Tax Credit
- Working Tax Credit
- Pension Credits
- P60 End of Year Certificate

Please note that applications received without the appropriate supporting evidence cannot be processed. Applicants will be informed if additional information is required and there may be delay in processing the form if the necessary information is not received with the original application.

Discretionary awards are not for a guaranteed sum of money but are dependent upon the level of funding allocated to the College each academic year. It is also dependent on the number of applications received.

How the bursary will be paid

The bursary will need to be paid into a bank account in the student's own name and proof of the bank account, e.g a bank statement, will need to be provided. Behaviour, attendance and punctuality will be monitored weekly. Upon meeting the college's expectations, payments will be made weekly, throughout the college year and into the

bank account. Deductions will be made where the minimum requirements have not been met regarding behaviour, attendance and punctuality.

How to apply

Bursary packs are available for collection from the office. This pack includes bursary information, detailed eligibility criteria and an application form. The student/Parent/Carer is required to fill out the application form. All this information, along with supporting evidence, should be handed to the office by the date specified in the pack. Any applications made after the deadline may not be accepted as funds have already been allocated to other students.

Process

All applications for a bursary will be assessed by the student services team. The team will review the application and supporting evidence and students will then be notified of the outcome by letter.

Right to Appeal

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Student Services Manager outlining their reasons. The Student Services Manager will review the application within three weeks of receipt. If the appeal is upheld or partly upheld, it will be referred back to the Student Services team with recommendations. If the appeal is not upheld, the appealing party will be signposted to the college's Complaints Procedure.

Last updated	Next review	Person responsible
August 2025	August 2026	KM