BURSARY APPLICATION FORM

**❖ Students complete this form and hand to your Course Leader ❖**

Course leaders please download and read: [**Guidance Notes for Course Leaders**](https://bfi.sharefile.com/d-s7c7dbf10ce64adbb)Students please download and read: [**Guidance Notes for Students**](https://bfi.sharefile.com/d-sc7615889b2945398)

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| --- | --- | --- |
| CONTACT DETAILS | Name | *Click here to enter text* |
| Address | *Click here to enter text* |
| Email | *Click here to enter text* |
| Phone | *Click here to enter text* |
| Film Academy Course | *Click here to enter text* |
| Course Leader | *Click here to enter text* |

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| REASON FOR BURSARY  Are you or your parents in receipt of any of the following? |  | UNIVERSAL CREDIT |  | Council Tax Benefit |
|  | Free School Meals |  | Support under part VI of Immigration & Asylum Act 1999 |
|  | OR if you or your parents or carers are not in receipt of the above benefits please explain why you are in need of a bursary: | | |
| *Click here to enter text* | | | | |

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| --- | --- | --- |
| ESTIMATED COST  If you are claiming a travel bursary | Number of course sessions | *Click here to enter text* |
| Mode of transportation | *Click here to enter text* |
| Estimated costs of a return journey | *Click here to enter text* |
| Total estimated cost | *Click here to enter text* |
| If you care claiming a childcare bursary | Number of course sessions | *Click here to enter text* |
| Estimated cost per session | *Click here to enter text* |
| Total estimated cost | *Click here to enter text* |
| If you care claiming bursary for any other reason, please describe the reason below  If you care claiming bursary for any other reason | | | |
| *Click here to enter text* | | | |
| Total estimated cost | | *Click here to enter text* | |

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| DECLARATION | |
| I can confirm that, to the best of my knowledge, the information provided on this form is correct. The BFI reserve the right to suspend or withdraw payments in the event of unsatisfactory attendance. | |
| **Signature of participant:** | **Approved by Course Leader:** |
| *Click on the icon to upload an image of your signature or sign into the box* | |
|  |  |

Notes for students:

1. Bursary Applications must be signed and dated by Jen Sobol, Head of Futures and Skills, BFI, before any claims can be made. This is so we can forecast and allocate bursary spend as accurately as possible.
2. Once completed, Bursary Claims can be made [online](https://form.jotformeu.com/filmacademy/bursary-scheme).
3. Claims must be supported by itemised receipts showing actual costs incurred. Travel Card Top Ups are not eligible expenditures for bursary claims.
4. Any claims without receipt evidence will not be paid.

For completion by BFI only

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| BFI APPROVAL | |
| This application is approved by Jen Sobol, Head of Futures  and Skills, when signed and dated below: | |
| **Approved by Jen Sobol, Head of Futures and Skills:** |  |
| **Date of approval:** | Click here to enter a date. |