Bursary Scheme for BFI Film Academy

Guidance for participants

Note: It is important to read these notes before completing the Approval Form

Am I eligible?

Bursaries are available to participants who require financial assistance in order to participate in a Film Academy course. You can use this towards travel to the course, childcare or any other expenses that may prevent you from participating otherwise.

If you have been accepted onto a Film Academy course, you (or parents or carers on your behalf) may apply for a bursary if you, or your parents or carers, are in receipt of any of the following benefits:

- Income-Based Employment and Support Allowance
- Income-Based Jobseeker's Allowance
- Income support
- Council Tax Benefit
- Child Tax Credit
- Free School Meals (anytime in the past two years)
- Support under part VI of the Immigration and Asylum Act 1999

If you, or your parents or carers, are not in receipt of the above benefits, you may still apply for a bursary if you will struggle with financial costs. In this case you will need to briefly explain why a bursary is needed in the space provided on the **Approval Form**.

How much is available?

There is no maximum amount that is available per person, you can apply for the amount that you require.

However, the method and class of travel, along with all other expenditure costs, must be reasonably incurred. For example you must purchase the most cost effective tickets using the most economical and practical form of transport e.g. trains instead of driving and standard class instead of first-class tickets.

How do I get apply and paid?

STEP 1: Indicate to your Course Leader that you require financial assistance

STEP 2: Fill out the **Approval Form** on the first day of the course or beforehand if it is available. Please ensure you complete all sections.

STEP 3: The completed and signed form should be given to your Course Leader who will check it and submit it to the BFI for consideration.

STEP 4: The outcome of your application will be communicated to you as soon as possible by your Course Leader.

STEP 5: At the end of the course, you will need to fill in the **Bursary Claim Form** and attach all your original receipts.

STEP 6: Your Course Leader should check and sign your form. For travel and childcare this will mean validating the number of sessions and for travel the start and end points of the journey.

STEP 7: Your Course Leader will submit the form to the BFI to process the payment

STEP 8: You will receive a cheque in the post

What evidence do I have to send?

Evidence must be provided to support claims for travel expenses with your **Bursary Claim Form**. If you do not send evidence asked for you may not receive the full amount you are asking for.

Evidence must be proof of payment, not just an itinerary or quote.

Please make sure you keep all original travel receipts as photocopies will not be accepted.

Will the information on my form remain confidential?

Yes. The BFI will only use the information on your form to process the claim. It will not be shared. Where it is used for statistical or reporting purposes, you shall remain anonymous.

Notes on claims:

Public transport	The bursary can cover the cost of standard class travel to and from home. Receipts or tickets must be attached. No claim can be covered without proof of the travel.
Car travel	The bursary can cover the cost of driving by car calculated at £0.40 per mile. The calculation must be shown on the form based on the return mileage from home.
Childcare	Receipts/proof of payment to child-minder, etc.

In all cases, we would expect the least expensive travel route to be taken, and public transport should be used wherever possible. If public transport is unavailable or there are exceptional circumstances, please indicate this on the form.

APPROVAL FORM

To be completed before you start the course. Return to your course leader.

You must complete all 4 parts of this form

PART I – CONTACT INFORMATION

Name .....

Address .....

.....

(the cheque will be sent to this address unless noted otherwise)

Contact details .....

(in case we need to contact you about this claim – this could be your phone number or email address)

Film Academy course: ……

Course Leader: ……

PART II - REASON FOR BURSARY

Are you or your parents in receipt of any of the following? (please tick)

- ☐ Income-Based Employment and Support Allowance
- ☐ Income-Based Jobseeker's Allowance
- ☐ Free School Meals
- ☐ Income support
- ☐ Council Tax Benefit
- ☐ Child Tax Credit
- ☐ Support under part VI of the Immigration and 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:

PART III- ESTIMATED COST

If you are claiming a travel bursary:

Number of course sessions: _____

Mode of transportation:_____

Estimated cost (return journey): _____

Total estimated cost: _____

If you are claiming a childcare bursary:

Number of course sessions: _____

Estimated cost per session: _____

Total estimated cost: _____

If you are claiming a bursary for any other reason:

Reason:

Calculation of total costs:

Total estimated cost: _____

PART IV- 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:

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BURSARY CLAIM FORM

To be completed at the end of your course. Return to your course leader.

Please give full details of the amount claimed. For example, if claiming train fares, please give details of the journey and how many journeys claimed. If claiming mileage, show calculation.

Date (s) incurred	**Details**	**Amount**	**Receipt attached (Y/N)**

Total amount applied for: _____

I CERTIFY THAT THE ABOVE EXPENDITURE WAS INCURRED IN RELATION TO MY PARTICIPATION ON THE BFI FILM ACADEMY

Signature of participant:

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TO BE COMPLETED BY THE COURSE LEADER

I certify that the above journeys were authorised and undertaken by this student

Signature of Course Leader:

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