

National Youth Film Academy

BURSARY FUND INFORMATION 2019-20

We can offer financial support to learners who are in full or part-time further education and are encountering financial barriers to learning. Funding is limited and will be allocated on a first come first served basis.

Funding is not guaranteed.

Who can receive a Bursary?

Bursary funds are limited. To make the NYFA accessible we only offer funding to those that truly need it. If you do not meet the below criteria, you will not receive a bursary. Please do not apply.

Support Fund	Eligibility criteria	Examples of support available
Guaranteed 16-19 Bursary	Young people (aged 16-18) who are: <ul style="list-style-type: none"> • in care (i.e. under the care of a Local Authority) or care leavers • Disabled and receiving both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)/Personal Independence Payments (PIP) or the equivalent elements of Universal Credits 	Course fee and accommodation paid up to the value of £1200.00
Discretionary 16-19 Bursary	Young people (aged 16-18) from households where income is below £18,000 and who are not on the Guaranteed 16-19 Bursary	Possible support with Course fees up to £600
Discretionary Adult Bursary	Adults (aged 19-23) who: <ul style="list-style-type: none"> • Have Learning Support requirements and/or • Are from households where income is below £18,000 	Possible support with Course fees up to £600

Evidence we will need to see

All evidence provided will be treated in the strictest confidence.

Guaranteed Bursary

If you are eligible for a guaranteed bursary you will need to provide one of the following forms of evidence:

- Photocopy of Income Support letter or the Income Support element of Universal Credits
- Letter from your social worker or other support worker
- Photocopy of your Employment Support Allowance and Disability Living Allowance/Personal Independence Payment letters

Required Financial Evidence

Evidence should be dated within 3 months of the application. For over 25's household income will relate to the learner and their spouse/partner. For under 25's household income will relate to the learner and their family members and spouse/partner with whom they reside.

- Form TC602 for Tax Credit awards or an appropriate Universal Credit Award Notification covering the April 2017 – April 2018 tax year
- Evidence of household income showing who lives in the house and their related incomes. This may be Council Tax or Housing.

- Benefit evidence showing who lives in the household, along with proof of low income such as:
- Photocopies of income based (e.g. income support, JSA-IB, ESA-IB) benefit award letter no more than 3 months old
- Bank statement no more than 3 months old showing income based benefits
- 3 months recent wage slips and P60 for all householders with working tax credit evidence

NB. In exceptional circumstances, if none of these sources of financial evidence are available an affidavit or a written letter from an approved support professional may be accepted (e.g. Care Worker) as evidence in emergency short-term situations, until the required evidence listed above can be provided. Further advice should be sought from Learner Services.

If you are living alone (away from parents or guardians) you must provide their household income.

Dependent Children Evidence

- Tax Credit Award Notice (Form TC602) from Inland Revenue for tax credit awards or an appropriate Universal Credit Award
- Notification covering the April 2017 – April 2018 tax year

Payment Details

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. For that reason, you must have a bank account in your own name.

Applications and decisions

If you have provided the required evidence, your application will be examined and processed according to the criteria. You will normally be informed of the result of your application within 15 working days. Claims will be assessed from the date of receipt of application *and* required evidence and will not be back-dated. Applicants are given one month to supply missing evidence or bank details, and if this is not provided a new application will be required. The criteria are intended solely as guidelines to the decision making process. Every effort is made by the NYFA to look at each application on its own merits. The NYFA reserves the right to make awards to individual learners who do not necessarily meet all of the listed criteria. Funding is limited, and with the exception of guaranteed bursaries, awards will not be guaranteed and will always be subject to funding availability. If your application is successful you will be sent written confirmation of your award showing the amount you have been allocated and how your payment will be made.

Unsuccessful Applicants

We cannot guarantee funding to any learner. If your application is unsuccessful you will be notified in writing. This will mean that you are responsible for all course related costs. You will then have to decide how you are to proceed with your course without financial help.

Attendance

You are required to have 100% attendance and this will be regularly monitored, deductions will be made from your award if your attendance is unsatisfactory.

If you withdraw from your course

If you withdraw from your course you will not receive further financial assistance. You will have to pay any outstanding fees and may also have to repay any financial assistance you have been awarded.

If you are not happy with our decision or your award is stopped or withdrawn

Decisions are final and cannot be disputed.

The National Youth Film Academy is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; trade union activity; unrelated criminal convictions.

The National Youth Film Academy is committed to equality for all and widening participation for disabled learners and ensuring that all learners have access to a high quality learning experience. To help us achieve this please make sure that you let us know what you need so we can make reasonable adjustments to help you succeed.