<Creative Academy>

<Bursaries>

Overview

Educational bursaries are non-repayable financial awards designed to assist students with education-related costs, such as tuition, books, or living expenses. They are often targeted at students from low-income households, specific backgrounds, or underrepresented groups, and are typically provided by universities, charities, or professional bodies.

Repayment: Bursaries do not need to be repaid, unlike student loans however every bursary comes with set criteria / targets that must be achieved to gain payment and ensure student commitment and achievement.

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Creative Academy Bursaries

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We offer a range of targeted bursaries, each aligned to our mission of inclusion, representation, and opportunity:

Berkshire & Buckinghamshire Bursary
This bursary offers £300 per annum to students residing across Buckinghamshire and Berkshire, supporting regional access to the Creative Academy's programmes. Must live in the county prior to attendance and have attended a secondary school in this county.

BOP (Body of People) Jazz Theatre Company & JAR (Jazz Arts Rewired) Bursary
This bursary supports Black and African Caribbean students studying the Jazz stream of the BA (Hons) Dance, offering up to £1,500 per annum. Delivered in partnership with the leading sector dance company, charity and voice on UK Jazz, it promotes diversity within jazz theatre and dance.

Last Mile Bursary (Boys' Bursary)
Providing up to £9,000 per annum, the Last Mile Bursary is designed to address gender imbalance in dance and musical theatre training by supporting male-identifying students with significant financial need.

Rifco Theatre Company Bursary
In partnership with Rifco Theatre Company, this bursary supports British South Asian students studying on the BA (Hons) Musical Theatre Performance, with awards of up to £1,500 per annum. It aims to increase representation and visibility within the industry.

Slough Bursary
Awarded to students with a strong local connection, this bursary provides £1,000 per annum to support talent emerging from the Slough community supported by Slough Borough Council. Eligibility is open to students who have attended a Slough school and whose home postcode falls within SL1 to SL3. This bursary is designed to strengthen local pathways into professional training and invest directly in the borough's young people.

The Independent Bursary
This bursary is available to looked-after young people, those who are double orphaned, socially orphaned, or who have experienced the loss of both parents. Awards are tailored to individual circumstances to ensure meaningful financial support for those facing significant personal and economic barriers, and are up to at £2,000 per annum.

<u>Commitment to Access and Equity</u>
All bursaries are awarded based on a combination of financial need, talent, and potential. Creative Academy is dedicated to fostering an inclusive environment where students from all backgrounds can thrive, develop their craft, and progress into sustainable careers within the creative industries. Below Terms and Conditions apply

Creative Academy Bursary Policy and Student Bursary Agreement 2026/27

Overview

Creative Academy is committed to widening access to high-quality performing arts training by providing bursary support to eligible students whose financial circumstances, background, or personal circumstances may otherwise create barriers to participation. The bursary scheme supports access, inclusion, representation, and progression across Creative Academy programmes for the 2026/27 academic year.

This document sets out the bursary policy, eligibility principles, payment conditions, student responsibilities, withdrawal and repayment rules, and the agreement to be signed by students who accept a bursary award.

Policy Statement
Creative Academy will award bursaries to students in line with its commitment to access, equity, local opportunity, and sector representation. Bursaries may be targeted toward students from specific geographic areas, underrepresented groups, or students experiencing significant personal or financial hardship.

All bursary awards are discretionary and subject to the applicant meeting the published eligibility criteria, supplying accurate information, accepting the terms of the award, and maintaining satisfactory engagement, attendance, conduct, and progression during the academic year.

Scope
This policy applies to students commencing eligible undergraduate study at Creative Academy in the 2026/27 academic year and to any continuing student whose bursary award letter expressly states that this policy applies. The policy covers all bursaries offered by Creative Academy under its bursary scheme, including named and partner-supported bursaries.

Bursary Categories
The bursary scheme may include the following awards, subject to annual approval and available funding:

- Berkshire & Buckinghamshire Bursary* for students residing in Berkshire and Buckinghamshire before enrolling in year one of study and attending a secondary school
- BOP (Body of People) Jazz Theatre Company & JAR (Jazz Arts Rewired) Bursary, for Black and African Caribbean students studying the Jazz stream of the BA (Hons) Dance.
- Last Mile Bursary (Boys' Bursary), intended to address gender imbalance in dance and musical theatre training by supporting male-identifying students with significant financial need.
- Rifco Theatre Company Bursary, for British South Asian students studying BA (Hons) Musical Theatre Performance.
- Slough Bursary, for students with a qualifying Slough connection, including attendance at a Slough school and residence within SL1, SL2, or SL3.
- Independent Bursary, for students who are looked-after, estranged, orphaned, double orphaned, or socially orphaned, with awards tailored to individual circumstances.

Creative Academy reserves the right to amend bursary names, values, eligibility criteria, and the number of awards offered in any year, subject to funding, partnership arrangements, and institutional priorities.

General Eligibility
To be considered for a bursary, applicants must normally:

- Have accepted or be enrolled on an eligible Creative Academy programme for 2026/27.
- Complete the required bursary application process and provide any evidence requested by Creative Academy to verify eligibility, residence, financial need, status, or background.
- Meet the specific criteria for the bursary applied for, including any location, course, demographic, or personal circumstance requirements.
- Provide complete, accurate, and truthful information in support of the application.
- Creative Academy may withdraw, reduce, or recover a bursary where false, misleading, incomplete, or fraudulent information is provided, or the student withdraws from study.

Assessment and Award Principles

- Bursaries are awarded based on a combination of eligibility, financial need, talent, and potential. Meeting the eligibility criteria does not guarantee an award, and Creative Academy may prioritise applicants where demand exceeds available funds.
- Awards are made at the sole discretion of Creative Academy. Decisions on bursary allocation, value, continuation, suspension, or withdrawal are final, subject to any internal review process that Creative Academy may choose to offer.

Payment of Bursaries

- Bursary payments will normally be made by instalments during the academic year rather than as a single lump sum. The standard payment schedule is three instalments in December, April, and July, except where Creative Academy specifies a different arrangement for a particular bursary, including bursaries paid in one instalment or two instalments in April and July.
- Payment of each instalment is conditional on the student remaining enrolled, meeting attendance and timekeeping expectations, and successfully completing the relevant semester requirements as determined by Creative Academy. No payment will be made until all required enrolment and verification processes have been completed.

Student Responsibilities

Students in receipt of a bursary are expected to:

- Maintain good attendance, punctuality, and engagement throughout the academic year.
- Have no more than three unauthorised absences in an academic semester, unless otherwise agreed in writing by Creative Academy in exceptional circumstances.
- Comply with the Creative Academy Learning Contract and all applicable student policies, regulations, codes of conduct, and programme requirements.
- Participate fully in timetabled classes, rehearsals, workshops, performances, assessments, and other required Academy activities.
- Behave in a way that upholds the values, reputation, and public standing of Creative Academy.
- Inform Creative Academy promptly of any change in circumstances that may affect bursary eligibility, including withdrawal, interruption of study, transfer, change of address, change to immigration status, or change to personal circumstances.

Attendance, Conduct, and Academic Engagement

- Bursary support is intended to assist students who actively commit to their training and progression. Where a student's attendance, punctuality, conduct, professionalism, or academic engagement falls below the required standard, Creative Academy may issue a warning, suspend a future instalment, place the bursary under review, or withdraw the award.
- Creative Academy may take into account authorised absence, disability-related support needs, safeguarding matters, medical evidence, or other exceptional circumstances when deciding whether to continue, suspend, or amend a bursary.

Advocacy and Representation

- Bursary recipients are expected to act as positive representatives of Creative Academy and to avoid conduct that may bring the Academy into disrepute. This expectation applies both within the Academy and, where relevant, in public, professional, and online spaces where the student can reasonably be identified as a Creative Academy student or bursary recipient.
- Nothing in this policy prevents a student from raising legitimate complaints, safeguarding concerns, whistleblowing disclosures, or protected disclosures through appropriate channels.

Withdrawal, Transfer, Interruption, and Repayment

- If a student withdraws, transfers, or interrupts their studies, bursary payments not yet due after the date of leaving will cease. In all circumstances, Creative Academy will require repayment of some or all of the bursary instalments already paid before the student left the programme, particularly where the student withdrew before graduation or breached the bursary conditions.
- The amount to be repaid, the repayment schedule, and any decision to waive repayment in exceptional circumstances will be determined by Creative Academy at its discretion, taking into account the student's circumstances and the reason for withdrawal.

Evidence, Verification, and Review

- Creative Academy may request documentary evidence at application stage or during the year to verify continued eligibility. This may include proof of address, school attendance history, local authority status, financial information, or evidence relevant to the specific bursary category.
- Applications and awards may be reviewed where circumstances change, concerns arise about compliance, or additional information becomes available. Creative Academy reserves the right to suspend payments while a review is underway.

Data Protection and Confidentiality

- Creative Academy will process personal data connected with bursary applications and awards for the purposes of assessing eligibility, administering payments, monitoring compliance, and meeting legal, regulatory, and audit requirements. Sensitive personal data will be handled confidentially and only shared where necessary for those purposes or where required by law.
- Students must ensure that all information provided is accurate and that any supporting evidence supplied belongs to them or is provided with appropriate consent.

Equality, Access, and Reasonable Adjustment

- Creative Academy is committed to fair access and to the lawful operation of targeted bursaries designed to address underrepresentation, disadvantage, or specific educational barriers. Where appropriate, reasonable adjustments may be considered in the bursary process and in the monitoring of bursary conditions for disabled students or students affected by significant health, caring, or safeguarding circumstances.

Complaints and Appeals

- Questions about bursary decisions should be raised in writing with the principal within 5 working days of any notification. Creative Academy may review procedural concerns, requests for reconsideration based on new evidence, or concerns that relevant information was not properly taken into account.
- There is no automatic right of appeal against academic or discretionary judgment, but Creative Academy may, at its discretion, conduct an internal review to ensure that this policy has been applied fairly and consistently.

Policy Review

- This policy applies to the 2026/27 academic year and may be reviewed, updated, or withdrawn by Creative Academy where required by changes in law, funding, institutional policy, or partnership arrangements. The version in force at the date of the student's bursary offer will normally apply unless a change is required for legal, regulatory, or safeguarding reasons.

Bursary application

Tick as appropriate

Berkshire & Buckinghamshire Bursary*	[ ]
BOP Jazz Theatre Company & JAR Bursary	[ ]
Last Mile Bursary (Boys' Bursary)	[ ]
Rifco Theatre Company Bursary	[ ]
Slough Bursary	[ ]
The Independent Bursary	[ ]

Please answer all questions below in full.

FULL NAME	
ADDRESS	
POSTCODE	
TELEPHONE NO	
DOB	
COURSE	

Account Name: _____

Account Number: _____

Sort Code: _____

Printed Name: _____

Signed: _____

Student Bursary Agreement 2026/27

Terms of Acceptance

By signing this agreement, the student confirms that:

1. The student has read and understood the Creative Academy Bursary Policy and agrees to comply with it for the duration of the award.
2. All information provided in the bursary application and supporting evidence is accurate, complete, and truthful.
3. The student understands that bursary payments are conditional and may be made in instalments during the academic year.
4. The student understands that continued payment depends on maintaining satisfactory attendance, punctuality, conduct, engagement, and compliance with the Creative Academy Learning Contract and related policies.
5. The student will normally maintain no more than three unauthorised absences in any academic semester unless otherwise agreed in writing by Creative Academy.
6. he student will notify Creative Academy immediately of any change in circumstances that may affect bursary eligibility or continuation.
7. The student understands that if they withdraw, transfer, interrupt study, or breach the bursary conditions, unpaid instalments may be cancelled and repayment of monies already received may be required.
8. The student agrees to repay any sums properly deemed recoverable by Creative Academy under this policy, in accordance with a repayment plan where applicable.
9. The student agrees to conduct themselves in a manner that supports the values and reputation of Creative Academy and not to bring the Academy into disrepute.

Payment Schedule

- Payment 1 Dec 14th, 2026
- Payment 2 April 4th, 2027
- Payment 3 July 1st, 2027

*The *Berkshire & Buckinghamshire Bursary* is paid in one instalment at the end of the academic year, July 1st, 2027