

Chief Executive

**Mr Ian Archer**

Hon Patrons

Ms Jo Brand, Dr Phil Clark,

Mr Richard Clifford,

Mrs Monique Heijn, Sir Derek Jacobi, Lorraine Kelly OBE, Lord Lipsey, Baroness Morris of Yardley

**The Courtyard**

**Herefordshire’s**

**Centre for the Arts**

**Edgar Street**

**Hereford, HR4 9JR**

**Admin: 01432 346500**

**Box Office: 01432 340555**

**courtyard.org.uk**

# APPLICATIONS FOR BURSARIES: Terms and Conditions

The Courtyard is keen to ensure that, wherever possible, young people are not prevented from taking part in classes on financial grounds.  
  
Thanks to the generous support of the Friends of The Courtyard, we are able to offer a limited number of bursaries for members of our Young Courtyard programmes who are experiencing financial difficulty.   
  
Members of The Courtyard youth theatre and film-making club are eligible to apply. In most instances, a part-bursary (equating to 50% of the termly fee) is offered, with parents or guardians being requested to meet the remaining 50%. In this case, we will write to you to inform you that your application has been accepted and to request that the balance of payment is made at Box Office as soon as possible.

In *exceptional* circumstances, a full bursary may be considered. In this instance, we will write to you to inform you that a full award has been made and that no balance of payment is required. This only happens in exceptional circumstances as our bursary budget is limited.  
  
If your child is awarded a bursary (either part or full), we will pay the agreed amount for the term. **Performance fees are NOT covered in any bursary and must be paid in full.** A further application will be necessary at the beginning of each subsequent term for which your child remains a member. **We need to monitor our bursary scheme termly to ensure that we are genuinely supporting those with ongoing financial difficulty.** This scheme is in place to provide short-term assistance with fees although we appreciate this may not be the case in some circumstances.  
  
It is the parent or guardian’s responsibility to inform The Courtyard of any significant change in circumstances resulting in you becoming able to pay for your child’s place. We would very much appreciate it if you could let us know this, as it means that financial support can be offered to another young person who may need it.

**ATTENDANCE TO ALL SESSIONS IS A CONDITION OF THE BURSARY SCHEME.**

If you require any further information, please contact

Participation Administrator, on 01432 346 526.

**Please fill in the attached form and return to:**

**Participation Administrator, The Courtyard, Edgar St, Hereford, HR4 9JR or hand in at Box Office marked for the attention of the Education.**

***All applications will be treated confidentially.***

**Bursary Application Form**If the child or young person is under the age of 18, this needs to be filled in by an appropriate adult on their behalf: **Name of Child/Young Person** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Session** (*Youth Theatre/ Film-making Club*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Year Group** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Parent/Guardian/Carer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Postcode** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this the first time you have applied for a Friends of The Courtyard Bursary? Y/N

**Please briefly explain why you are applying for a bursary, including any relevant details  
regarding your domestic/financial circumstances etc.**  
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**Yes, I have read the Terms and Conditions of the Bursary scheme: (tick)**

Do you feel able to contribute 50% of the termly fee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Are you including any other documentation to support your bursary application?*** Y/N  
  
We may contact you if we have any queries regarding the application: ***all enquiries are made in the strictest of confidence***. Please do not hesitate to contact the Participation Administrator, on (01432) 346526 if you require any further information.

Please return the completed form to: **Participation Administrator, The Courtyard, Edgar St, Hereford, HR4 9JR or hand it in at Box Office.**