



Claims Form

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| SECTION 1: Details of Beneficiary | Male <input type="checkbox"/> | Female <input type="checkbox"/> |
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Full Name:

Form:

BURSARY TYPE (Please tick one): **16-19 Bursary** **Springboard** **Pupil Premium**

Service Pupil Premium **Pupil Premium Plus** **Other**

SECTION 2: Claim Details

Having been awarded a discretionary Bursary I would like to request reimbursement in part/full for the following:

- Books** £.....
- Travel costs** £.....
- Ed. Trips/visits** £.....
- Exam fees** £.....
- Other** £.....

- Total** £.....

To support my claim I have enclosed one of the following:

- Itemised purchase receipt/s – (vat preferred)
- Order/delivery note detailing costs
- Educational trip letter/evidence
- Confirmation of re-sit status
- Copies of transport passes/evidence of costs
- Other
(give details)

BACS transfer: Account Name

Account Number:

Sort Code:

Internal Dept transfer:
Please place your internal requests and cost here (trip, books etc)

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I understand that each claim will be considered on the basis that expected standards of behaviour, progress and attendance have been met (individual circumstances will be considered) at the time of request.

Student Signature

Official use only:

Standards Check:

ATTENDANCE:

PROGRESS:

BEHAVIOUR:

Date..... **Signature**