

**16-19 Bursary Fund
Reimbursement claim form for half termly expenditure**

This form should be used by students who are eligible for the 16-19 Bursary.

IMPORTANT – BEFORE YOU COMPLETE THIS FORM

- Support in-kind is the Trust's preferred method of support
- Claims must be supported by a valid receipt in the student's name
- Purchases over £100 must be approved in advance by the Head of Sixth Form
- Claims are subject to value for money and Trust financial procedures
- Claims without receipts will not normally be approved, except in exceptional circumstances authorised by the Head of Sixth Form

Date	Supplier	Details of items purchased / Reason linked to participation	Amount claimed £	Receipt Y or N
Total Claimed			£	

Student Declaration

I confirm that:

- the items claimed are necessary to support my participation in education
- all receipts provided are valid and in my name
- the claim complies with the Trust 16–19 Bursary Policy

Student Name _____

Student Signature _____

Date _____

Please hand this form together with all receipts to your Sixth Form Achievement Leader



16-19 Bursary Claim Form for Half Termly Expenditure Guidelines

The following types of expenditure may be claimed if receipts are provided:

- Books, equipment and other items directly required for your courses
- Business Dress costs
- Public transport costs (e.g.: bus pass)
- Travel to providers for Higher Education / apprenticeship interviews and university open days
- Entrance / participation costs related to next steps destination
- UCAS fees
- Additional course costs (e.g.: field trips and residential visits)
- Other - please seek approval before making a claim.

FOR SCHOOL USE ONLY:

Approved by Head of Sixth Form ☐ YES ☐ NO

Signature

Approved by Finance ☐ YES ☐ NO

Signature

Date processed

