

16-19 Bursary: Student Claim Form for the Discretionary bursary

Please use this form to apply for a Discretionary bursary, only when you have written confirmation that you are eligible for this type of bursary.

SECTION A – To be completed by Students

Name: Tutor Group:

Discretionary awards can be made to support participation in education. Payments can be made to cover the cost of travel, books, equipment, learning visits and trips, university open days etc.

Please specify the nature of the support you are requesting and when it is needed:

.....

Cost: £ (receipts must be submitted with this form)

Brief explanation of how this will increase your attainment:

.....

SECTION B – To be completed by Head of Department or Faculty / Head of House

I can confirm that this support will have a substantial impact on this student's learning:

..... HoD/HoF Signature

To be completed by Mrs M Sims, Deputy Headteacher

Application approved: Yes No * **tick as appropriate*

Signed Date:

Copy: Finance/Originator Update Tracking Grid

FOR OFFICE USE ONLY: Bursary awarded:



Student Name Tutor Group

Item	Date	Amount Refunded £	Receipt Received ✓	Office Use (staff initials)

Student signature to confirm receipt of funds :Date:.....