



16-19 BURSARY FUND CLAIM FORM 20/21

This form should be used for students who have been allocated funding from the 16-19 Bursary Fund.

It is expected that receipts will be provided. Only in exceptional circumstances will claims be reimbursed without a receipt and an explanation must be provided. Please note that all claims are subject to subject to satisfactory attendance and behaviour as set out in the 16-19 Bursary Policy.

Claims should be submitted no more than every half term

STUDENT NAME: Please print clearly

Receipt Description (e.g. Fares, stationery)	Amount Claimed	Comments
Total amount claimed		£

I claim the amounts listed above relate to legitimate expenditure incurred during the course of my studies.

Student Name	Student Signature
Date:	

Claims should be submitted no more than every half term.

For completion by the Sixth Form Attendance Officer	
Unauthorised absences	Yes <input type="checkbox"/> No <input type="checkbox"/>
Percentage attendance	%
Application approved/rejected (please delete)	Approved signature (Sixth Form Attendance Officer)
Date	

The following types of receipts may be claimed for reimbursement:

Payments will be made in respect of costs related to staying on in education. These include:

- Costs of transport
- A catering allowance
- Books and equipment including the cost of the Sixth Form planner
- Educational trips
- Business wear for school
- ICT equipment

Assistance towards your catering account and school trips will be credited to your ParentPay account.

ICT equipment

Expenditure is permitted on the purchase of laptops, PCs and/or tablets that are suitable for an educational environment. All purchases must be made by the end of the first term.

Reimbursement will be made on a pro-rata basis unless approved by the Head of Sixth Form

ICT equipment purchased in excess of £500.

Should students leave their course within the first year, the school may request that the school retains the equipment for the benefit of other students. Any ICT equipment would be reimaged by the school's network department.

Clothes

Reimbursement will be made for clothes, shoes and school bags which adhere to the dress code of the Associated Sixth Form. The deadline for purchases is:

Year 12 students	If not returning to year 13 - 31st March
Year 13 students	31st March

Questions

If you have any questions regarding the bursary, please email 1619bursary@staidans.co.uk or telephone 01423 818516.