



16-19 Bursary Claim Form for Expenditure

This form should be used by students who are eligible for the 16-19 Bursary. The claim should be submitted after expenditure has occurred. Students may submit a maximum of one claim each half term. Forms to be handed to Sixth Form Attendance Officer.

In the majority of cases, receipts should be provided. Where this is not possible, an explanation should be given.

Date	Supplier	Details of items purchased	£ Amount Claimed	Receipt Y or N
Total Claimed			£	

It is important that you always seek approval before making any purchase of a single item in excess of £100. Please direct your query via our Sixth Form Administrator.

I confirm that the amounts listed above relate to legitimate expenditure incurred during my studies.

Student Name:

Student Signature

Date:



16-19 Bursary Claim Form for Half Termly Expenditure Guidelines

16-19 Bursary Claim Guidelines

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

- Books, equipment and other items directly required for your courses
- Transport costs (e.g., bus pass)
- Travel to universities for Higher Education interviews and open days
- UCAS fees
- Additional course costs (e.g.: essential curriculum trips and visits)
- Other - please seek approval before making a claim.

Please also see the 'Commitment Conditions' on the policy.

Approved by Director of Sixth Form

Yes	No

Signature:

Approved by Finance

Yes	No

Signature:

Administered by Finance

Yes	No

Signature: