

**INITIAL BURSARY FUND CLAIM FORM
FOR SPECIFIC ITEMS 2019-2020**



SECTION 1 To be completed by the student and parent/carer

STUDENT'S FULL NAME:	Student Ref no	
	Director of Studies	

I wish to apply for financial assistance from the Bursary Fund.

For Travel Pass claims only (please tick appropriate box):

I have paid Herefordshire Council the fee and I require a refund (please attach receipt)

By BACS directly into bank:

Account Holders Name: _____

Account No: _____ Sort Code: _____

or

Please make payment to Herefordshire Council on my behalf

If any further funds are available contributions for compulsory trips and equipment arranged by the College may be supported by the Bursary. To assist us please give details of courses or enrichment activities you may be undertaking by providing course names and ticking boxes as applicable.

Courses	Enrichment Activities
1.	PE Academy <input type="checkbox"/>
2.	Performing Arts Academy <input type="checkbox"/>
3.	Music Lessons <input type="checkbox"/>
4.	DofE <input type="checkbox"/>
	Other – please give details: <input type="checkbox"/>

Evidence of financial circumstances

I have completed and submitted a Bursary Fund Initial Assessment Form and provided evidence of my financial circumstances and I understand I have a responsibility to inform you of any changes in my financial circumstances. (please tick box to confirm)

Signature of student Date

Signature of parent/carer..... Date

I understand that if my attendance, punctuality or behaviour falls below acceptable standards my bursary support can be withdrawn.

SECTION 2 To be completed by the Student Finance Officer

I have seen the evidence required for discretionary bursary and have placed copies in the student file.

Category A/Category B

I authorise the payment of £.....to.....(payee)

Signed (Student Finance Officer) Date

Authorised Signatory Date