

16 to 19 Bursary Re-imbursement Request Form for the 16 to 19 Bursary

Note: This form should be completed, and approval sought, prior to making any purchase. The preference of English Martyrs' Catholic School is that items are purchased by the school on your behalf. In some instances, where this is not possible, you may be reimbursed, but approval must be agreed in advance. In some cases, items (such as laptops) are loaned to students for the duration of their course of study. In such instances the items will remain the property of the school and should be returned to the school at the end of the course, for use by future students. Such purchases will be considered part of the bursary scheme.

Personal Details

Student name & tutor group		
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Request

Details of educational activity/item (including cost and any other requirements). * Complete list over the page Total cost: £ _____
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Declaration

I declare that all information and evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that giving false or incomplete information that leads to incorrect/overpayment may result in any incorrectly paid funds being recovered. I understand this might result in a referral to the police with the possibility of facing prosecution.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme as outlined in the 16 to 19 Bursary Fund Policy.

Signature		Date	
Full name (in block capitals)			

For School Completion

I declare that the bursary criteria and funding rules have been met and documentary evidence will be retained for 6 years. I approve the payment/re-imbursement outlined above.	
Authorised by:	
Signed by:	
Job title:	

Please return this completed form to Mrs C Harper, Operations Manager



List of Receipts		
Receipt Number (write Number on top of each Receipt)	Receipt item (detail of items)	Cost £

** Don't forget to number each receipt and attach – Be clear

** Please note if the items you have requested re-imbursement for do NOT comply with the Bursary funding rules these may be refused

** Bus Travel will only be re-imbursed for term time only travel to and from school

** Laptops are loaned by the school and will not be re-imbursed

