



16-19 BURSARY FUND CLAIM FORM 24/25

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

Claims should be submitted no more than once every half term and **no later than 4 July 2025**

STUDENT NAME: Please print clearly

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

I confirm the amounts listed above:

- *relate to legitimate expenditure incurred during my studies*
- *can be verified by a paper or electronic trail, if selected as part of random sample by the Trust external auditors*
- *may be reclaimed by St. Aidan's School, if cannot be verified*

Student Name	Student Signature
Date:	
Bank details (Required for 1st claim only)	
Sort Code:	___/___/___ (6 digits)
Account number:	_____ (8 digits)
Account name:	_____

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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 Bursary Administrator)
Date	

The following types of costs may be claimed for reimbursement:

Payments (either in-kind or to your nominated bank account) will be made in respect of costs related to staying on in education.

These may 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 – depending on personal circumstances and by prior approval by the Head of Sixth Form only

Assistance towards your catering account and school trips will be credited direct to the item on ParentPay.

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

Year 12 students	If not returning to year 13; The end of the Spring term (4 April 2025)
Year 13 students	The end of the Spring term (4 April 2025)

Questions

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