



QUEENS' SCHOOL

Headteacher: Jonathan Morrell BA, MA, PGCE, NPQH

16 to19 BURSARY FUND Discretionary Bursary Claim Form 2018/2019

Student Name: _____ Form: _____

Eligibility Criteria (please tick):

- I am currently in receipt of free school meals or have been during the last 6 years.
- I have a parent in receipt of working tax credit (please attached copy of statement)
- I meet the exceptional needs criteria and have discussed this claim with Head of 6th Form.

Total amount being claimed: £ _____ Please give more details below :

tick		amount	How will this help your studies :
[]	Travel to & from school	£	
[]	Meals at school	£	
[]	Books	£	
[]	Equipment	£	
[]	School trip (curriculum)	£	
[]	Other	£	

Confirmation of the amount of your claim is required and should be attached – e.g. your travel ticket, the receipt for your books or equipment, a letter about the trip etc.

Bank details:

Your bank sort code: ___ / ___ / ___ Your account number: _____

Your account name: _____

Or transfer funds to: _____ department (i.e. books/trips arranged via school & available on Wisepay)

The awarding of the Bursary is subject to certain criteria and by making this claim you confirm that:

- Your attendance will be at least 85% for the year
- Your school reports will be positive
- There will be no 'cause for concern' expressed to the Head of Sixth Form
- You will receive no detentions, internal or fixed term exclusions
- You will complete a questionnaire letting the school know how the funds helped your studies

I confirm that should I not meet the criteria above I agree to refund any bursary already paid to me and I revoke the right to further funds.

Signed: _____ Student Date: _____

Signed: _____ Head of Sixth form Date : _____

The completed claim together with criteria evidence should then be given to the accounts department who will process your claim and if eligible you will receive payment via BACS



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