

16-19 Bursary Conditions

Item	Claim Amount	Method of Claim	How to Claim	Evidence
Transport	<p>Public Transport: The cost of the longest term ticket or a standard return, whichever is cheapest.</p> <p>(where possible students will be allocated on Ashby School buses)</p> <p>Please note – we are unable to pay for tickets covering the school holidays.</p>	<p>None, if allocated on Ashby School buses, payment will be made directly to transport company</p> <p>If not above, students claim back. BACS payment will be provided on receipt of a ticket and receipt of tickets.</p>	<p>Claim form to raise request with transport company</p> <p>Student to bring evidence to the Sixth Form Office for processing.</p>	<p>Invoice</p> <p>Tickets and receipt of a tickets.</p>
Books	Claim for all books recommended by the Faculty Leader.	BACS payment will be provided with evidence via receipt, of purchase.	Student to bring evidence to the Sixth Form Office for processing.	Receipt.
Equipment	Claim for equipment as recommended by the Faculty Leader.	BACS payment will be provided with evidence via receipt, of purchase.	BACS payment will be provided with evidence via receipt, of purchase.	Receipt.
Stationery	Claim for stationery as recommended by the Faculty Leader or Head of Sixth Form. (Max. £25 per year.)	Students claim back. BACS payment will be provided once receipt received.	Student to bring evidence to the Sixth Form Office for processing.	Receipt.
Educational Visits/School Trips – curriculum based	Support towards the costs of trips in one academic year will be limited to £200 maximum.	None, undertaken via internal transfer.	Student to advise Sixth Form Office and Curriculum Leader of requirement through Claim form.	Faculty Leader recommendation

University Visits (if using public transport)	Students will be given a maximum grant for five visits based on advance standard return rail and bus fare. Limit of £50 per visit.	Students claim back. BACS payment will be provided on receipt of a ticket and receipt of tickets.	Student to bring evidence to the Sixth Form Office for processing.	Tickets and receipt for tickets.
Laptops / other required technology equipment (loaned by the school)	Claim for equipment as recommended by the Head of Sixth Form.	None; equipment will be purchased by school and collected at end of school year for re-issue.	Student to advise Sixth Form Office of requirement through Claim form.	Head of Sixth Form recommendation.
School Lunches	Claim for lunches as per the school entitlement. (Max £10.00 per week)	Students to obtain lunches from the Sixth Form school catering facilities.	Sixth Form office to confirm charges with the School Catering Manager.	Credit on Wisepay account weekly. Any un - used balance will be removed weekly.
Lunches Work experience/ placement	Claim for lunches with a limit of £3.00 per day.	Students claim back. BACS payment will be provided once receipt received.	Student to bring evidence to the Sixth Form Office for processing.	Receipt.
Clothing Uniform/Kit	Claim for clothing as required. (Max. Limit of £50 per year)	Students claim back. BACS payment will be provided with receipt	Student to bring evidence to the Sixth Form Office for processing.	Receipt.
OTHER				At Discretion of Head of Sixth Form