

West Kirby Grammar School

Bursary Claim Form



Name		Form	
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Funding Requirement

	Amount – please show a breakdown of each item	Receipt/Application Attached
Transport* (finance purchase bus/train passes)	Finance office to add amount for claim period.	
Essential School Clothing (max £200/year)		
Meals in School		
Course materials		
Compulsory educational trips		
University Visits		
Other		

Claim forms should be submitted on/before the dates stated in the policy, along with appropriate receipts/supporting evidence. Any delay in providing the correct paperwork may result in payment being delayed to the next claim date.

Reminder that payment will only be made if the student has adhered to the conditions for receipt of bursary as stated in the policy.

If students claim for anything outside of what the bursary is allocated for, the total claim may not be paid without explanation (unless requested). It is the student's responsibility to chase up unpaid claims.

*School buses will be paid for directly if indicated on the application form and train tickets will be provided by the finance department.