



**16-19 Bursary Fund
Support-in-Kind and Payments in Advance Form**

This form should be used by students who are eligible for the 16-19 Bursary. This form should be submitted for Support-in-Kind purchases and Payments in Advance.

Support-in-Kind (preferred option)

Where possible, items will be purchased directly by the Trust and deducted from the student's bursary allocation.

Date	Supplier	Details of item to be purchased (inc website links, ISBN numbers etc)	Cost of Claim £	Approved by Head of Sixth Form

Total Claimed

£

Payments in Advance

Payments in advance will only be approved where:

- the student is unable to meet costs upfront, AND
- support in-kind is not feasible

Receipts must be provided after purchase. No further claims will be processed until receipts are received.

Date	Supplier	Details of item to be purchased (inc website links, ISBN numbers etc)	Cost of Claim £	Approved by Head of Sixth Form	Receipt provided after purchase

Total Claimed

£

Student Declaration

I confirm that:

- the request relates to essential participation costs
- any advance payment will be spent only on the stated item
- I will provide receipts where required





Student Name

Student Signature

Date

**Please hand this form together with any relevant information to your
Sixth Form Achievement Leader**

16-19 Bursary Claim Guidelines

The following types of expenditure may be claimed if receipts are provided:

- Books, equipment and other items directly required for your courses
- Business Dress costs
- Public transport costs (e.g.: bus pass)
- Travel to providers for Higher Education / apprenticeship interviews and university open days
- Entrance / participation costs related to next steps destination
- UCAS fees
- Additional course costs (e.g.: field trips and residential visits)
- Other - please seek approval before making a claim.

Please also refer to the Trust's 16–19 Bursary Policy for full details of how funding is assessed and reviewed.

For School Use Only

Approved by Head of Sixth Form: YES / NO

Approved by Finance: YES / NO

Decision rationale (required):

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Advance justified as exceptional? YES / NO

Date processed:

