

Bursary expenditure claim form (Sixth form)

Date			
Student Name			
Expenditure Details <i>(Original receipt must be attached)</i>		Net Amount - £	
		VAT - £	
		Total Amount - £	

DECLARATION OF CLAIMANT *I declare that the expenses attached are claimed in accordance with the Heron Hall Bursary fund policy (for sixth form) and the Bursary Award letter issued to the Claimant.*

Signature of claimant:			
Certified signed:			
<i>Head of Sixth Form</i>			
<p>I confirm that the claimant has met the conditions of the Sixth form attendance and behaviour policies for the purpose of this bursary claim. Where conditions have not been met, payment may be withheld.</p>			
Official use only			
	Total Bursary Award - £		
	Previously Claimed - £		
	Bursary Remaining - £		

Expenditure claim forms should be submitted to the Head of Sixth Form for approval who will then submit to the finance team for payment. Approved payment will be made directly into the claimant's bank account.