



Appendix D

16 to19 BURSARY FUND

Student Discretionary Claim Form 2023/2024

Please complete this form when you have had confirmation that a Discretionary Bursary has been considered and Appendix C has been completed if required

Name _____ Form _____

Date of claim _____ Student Signed _____

Has your bank details changed Yes/No – if yes please see accounts

Payment will be made by BACS using your bank details on your completed Registration form Appendix B and once the receipts listed below are checked.

Please give breakdown details of claim below:

	Brief Details	Total amounts	Receipts attached	Receipts emailed to: accounts@Queens.herts.sch.uk
Transport to & from school:		£		
Books:		£		
Educational equipment:		£		
6 th form clothing:		£		
Other:		£		

TOTAL of claim:		£	
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- You are required to complete this form for each claim and a direct bank payment will be made directly to you and we will endeavour to do this as soon as possible.
- You will be informed when your fund allocation has been spent.
- In exceptional circumstance, we may be able to financial support a student above the 'normal' allowance.