

LONGDEAN SCHOOL
REQUEST FOR 16-19 DISCRETIONARY BURSARY FUNDS

Name:	Form:
I would like to request funding for: <input type="checkbox"/> Books <input type="checkbox"/> Trips/visits <input type="checkbox"/> School clothing <input type="checkbox"/> Travel <input type="checkbox"/> Exam Fees <input type="checkbox"/> Other <i>(please specify)</i>	
I require this because <i>(e.g. Geography field trip, text book etc - give full details)</i> 	
<i>Attach receipt/evidence of payment for claiming reimbursement</i>	
Amount requested:	Date of request:
Student signature:	
Request supported by subject teacher:	Teacher's signature:
AUTHORISED by Director of Learning Sixth Form/ SLT responsible for KS5/Post 16 Manager Name: _____ Signature: _____	
Payment made by cheque £ Cheque made payable to: Or transfer to account:	Date:
I have received the above payment Student signature: _____	
DECLINED by Director of Learning Sixth Form/SLT responsible for KS5/Post 16 Manager Name: _____ Signature: _____	
Reason for request being declined:	
Student notified of authorisation or reason for request being denied by:	
Name of Member of Staff:	Date:
OFFICE USE ONLY Cost Centre: _____ Ledger Code: _____ Payment made _____ Date _____	