PLEASE EMAIL COMPLETED FORM TO: StudentBursary@ndonline.ac.uk

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| STUDENT SUPPORT FUND **CLAIM FORM 4** HALF-TERM 4 – Wednesday February 21 – Thursday March 28 (6 weeks) |

#### **Personal Details**

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| **NAME** | ***CAPITAL LETTERS*** |

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STUDENT ID

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| **Expense** | **Details** | **Amount Requested** |
| Books will be provided by your teachers. Equipment | **‘Starter stationery/equipment’ Maximum of £30 can be claimed. Receipts must be supplied.** | **£** |
| **Transport Costs to and from college**  ***YOU MUST LIVE 3 MILES OR MORE FROM COLLEGE TO CLAIM TRAVEL*** | **You can claim for this half term, in advance, which is 6 weeks. The cost of a weekly pass for students living in the Leeds area, using your scholars permit, is £9.00 per week.**  **If you live outside of Leeds we recognise that these costs and may be higher.** | **£**  **e.g WEEKS X £9.00 = £54** |
| **Course Trips** | **Your teacher must sign below to authorise your eligibility for the trip.**  **Teacher’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **COST OF TRIP AND DEPT**  **£** |
| **Interviews and Open Days for University And Employment** | **Proof of interview and details of the cost of travel must be provided. The claim is for the student only.** | **£** |
| **Other Costs**  **(Please specify)** |  | **£** |
| TOTAL AMOUNT REQUESTED **AMOUNT APPROVED** | | **£**  **£** |

**Applicants Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **For Provider Use: Financial Assessment and eligibility confirmed and application is supported? – YES / NO**    Where application is not supported, give reason - .      **Sort code**  **Account Number**  **Signed Date**  **Name AMOUNT** |