

Course Costs Bursary

(including work/industry placements)

You may be awarded a contribution towards books, equipment, specialist clothing, field trips that are essential for your course, university interviews/open events, UCAS fees, work/industry placement costs and 19+ course fees (except for students who are eligible for an Advanced Learner Loan).

N.B Students who enrol on an ESOL course each term will need to complete a course costs form for each term.

Any equipment or materials that are essential for your course may be borrowed from college, therefore the bursary cannot support these costs.

N.B Bursary funds do not support laptops, other IT equipment or Activate Learning branded polo shirts.

You will be required to purchase items first. We will refund you upon receipt of this completed form together with your receipts. This form is available on our website and from an Advice Centre if you would like support with further course costs and field trips throughout the year.

Student name:	Student ID number:
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Course Costs

Remember to attach receipts for items you have purchased.

Details of the items and/or costs for your course that you would like bursary funds to support, including fees to be paid to college	Cost £

Work/Industry Placement Costs

Name of Organisation/Placement					
Address of Organisation/Placement					
Start Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
End Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
How many days per week?	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>

Details of additional costs to attend your placement

Meal Credits

Available if you have already been awarded meal credits through bursary funds.

Yes No

Travel

Support with additional travel costs if you live 3 miles or more from your placement and your travel pass issued from the travel bursary does not support this journey.

Yes No

Method of travel i.e. car, train, bus

Name of travel company (if applicable)

Personal Protective Equipment (excluding Activate Learning branded polo shirts)

Please provide receipts for items purchased.

Yes No

Details of items purchased you would like support with	Cost £

If you would like a refund for the items purchased, provide your bank details if you have not already provided them on the bursary application form.

Sort code:

Account number:

Name (as appears on your card):

Further information to support your claim (continue on a separate sheet if required)

Please send the completed form along with **any receipts / kit lists** for items purchased by email to studentfinance@activatelearning.ac.uk or hand it to a member of staff at the Advice Centre.

Note we do not need receipts for fees paid directly to college.

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis.

Signed:

Date: / /