

Study start-up costs, trips and work placement request form

You may be awarded a contribution, usually 50% towards materials, equipment, uniform, course fees, books, costs to attend university open days and interview, for short courses that will enhance your learning e.g lash tinting, confectionery and additional costs to attend work placements.

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

This form is available on our website and Advice Centre if you would like support with further course costs and field trips throughout the year.

Detail the items for your course that you need bursary support for.

Student name:	Student ID number:
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Details of costs you would like bursary funds to support, including fees to be paid to college	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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
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