

Work/Industry Placement costs form

Student name:	Student ID number:
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Please tick which work placements costs you need

Travel expenses ☐ Meal vouchers ☐

Your work placement details

Name of Organisation/Placement:					
Address of Organisation/ Placement:					
Start Date:					
End Date:					
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 vouchers Available if you have already been awarded meal credits through bursary funds. Yes <input type="checkbox"/> No <input type="checkbox"/>					
Travel Support with additional travel costs/expenses 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 <input type="checkbox"/> No <input type="checkbox"/>	Method of travel i.e. car, train, bus <table border="1"> <tr> <td>From</td> <td>To</td> </tr> </table> Name of travel company <table border="1"> <tr> <td></td> </tr> </table> Cost of travel per day <table border="1"> <tr> <td></td> </tr> </table>	From	To		
From	To				

Any additional information we may need to know about your Work placement.

Please send the completed form by email to FEbursaries@activatelearning.ac.uk, or hand it to a member of staff at the Advice Centre.

Student's name and signature:

Date:

Faculty's name and signature:

Date:

Students who need travel or meal expenses should submit their tickets/receipts either upon completion of their work placement or on a termly basis if the placement extends throughout the year.

You can send your receipts to us in one of the following ways:

- Send a scanned copy of the receipts to: **FEbursaries@activatelearning.ac.uk**
- In person to the Advice and Admissions team.
- By post to the following address: Activate Learning, Bursary Team, c/o Banbury and Bicester College, Broughton Road, Banbury, Oxfordshire, OX16 9QA.

We only accept electronic files in the following format;

- picture files of JPG, JPEG, GIF, PNG and TIFF extensions
- electronic files of DOC, DOCX, XLS, XLSX, PDF and XP