Course Costs Bursary

This form should be completed if you need support with essential items for your course that faculty cannot provide, for example specialist protective clothing that needs to be fitted prior to ordering, or UCAS fees, University open events / interviews and UK trips only.

N.B Bursary funds do not support laptops or other IT equipment, counselling or counselling supervision or costs relating to extra-curricular activities.

The Course Costs bursary will support towards costs directly needed to participate in your course.

Wherever possible support is provided in kind, students needing a course cost bursary for items that are not available to borrow from college are not required to buy the items e.g. uniform, this will be provided by college. When students have been approved as eligible for the course costs bursary, faculty will provide the items needed for the course. Any bursary funds awarded for these items will be paid to faculty to cover the costs.

We will refund you upon receipt of this completed form together with your receipts for the items / costs that faculty are not able to provide.

Students are required to return any specialist protective equipment when they complete or withdraw from their course. Any items not returned will be charged.

Bursary funds to reimburse students for UCAS fees, university open events/interviews and exam resits are paid by BACS transfer which are paid in arrears upon submission of a completed course costs form with receipts.

Please Note: if you require costs to support your work/industry placement please complete the Work/Industry Placement form

Student name:	Student ID number:

Details of the items and/ or costs. Please attach receipts	**Cost £**
Total:	

Digital Signature: Date: ☐☐/☐☐/☐☐

Please submit the completed form and upload any receipts for items purchased via the student portal, or hand the form and receipts to a member of staff at the Advice Centre.

We only accept electronic files in the following format;

- Picture files: JPEG, PNG
- Electronic files: PDF

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.