

Course Costs Bursary

(including work/industry placements)

If you have an Advanced Learner Loan all costs for items that are essential to you completing the course are provided so you will not need a course cost bursary for those items. Please see the Bursary Guidance for costs bursary funds can support.

N.B Students who are enrolled on ESOL courses who need support with fees or travel for additional courses throughout the year should submit a course costs form each term.

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

You will be required to purchase items first, funds are not awarded up front. 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. Faculty may be able to buy the essential items you need, You would need to ask the faculty coordinator if they would buy your equipment and show them a letter confirming you have been awarded a bursary. Bursary funds would be paid to the faculty to cover the costs.

Student name:	Student ID number:
---------------	--------------------

Course Costs

Please indicate who has paid for the course costs by ticking the relevant box

I (my family) have paid for the items (attach receipts)
 Faculty have bought the items

Remember to attach receipts for items you have purchased.

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 XPS

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 £
Total:	

Work/Industry Placement Costs

Name of Organisation/Placement										
Address of Organisation/Placement										
Start Date	□	□	/	□	□	/	□	□		
End Date	□	□	/	□	□	/	□	□		
How many days per week?	Mon	□	Tue	□	Wed	□	Thu	□	Fri	□
Tutor Name	Tutor Signature									

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/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 No

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

From To

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 £
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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. ESFA (European Skills Funding Agency) does not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money. More information on basic bank accounts can be found at www.moneysavingexpert.com/banking/basic-bank-accounts/

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: / /