

## Details of expenses for which help is required.

### To be completed by student/parent/carers.

Please give details below of any educational expenses incurred this term. For example, we will reimburse items such as books, stationary and art equipment. **Please attach a receipt.**

Type of help needed			Amount
<b>Essential books/equipment and/or special clothing</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			£
<b>Essential field courses/visits</b>	Date(s)	Type of expenses (e.g. travel)	
Details of course/places visited <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			£
<b>Interviews/open days at Higher Education institutions/Apprenticeships</b>	Date(s)	Type of expenses (e.g. travel)	
Details of visits made <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			£
<b>Other expenses.</b> Give details below: <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>			£
<b>(For Sixth Form use)</b> <b>Total authorised payment:</b>			£

Student Name ..... Signed Student .....

Signed Parent/Carer .....

Signed Director of Sixth Form .....

Dated .....

To WENSUM TRUST FINANCE OFFICE.

(To be completed with each claim if details not previously handed in.)

BURSARY PAYMENTS BY BACs

Student name

Name as it appears on the bank account

Bank account number

Sort code

Student signature