

# St Mary's Sixth Form Bursary Student Guide



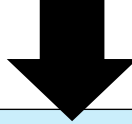
## How to Claim

To claim for an item / cost on the Sixth Form Bursary scheme, you must submit your claim to Mrs Clark (16-19 Bursary Administrator).

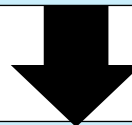
To complete your claim, please do the following:

Check that item is eligible to covered by the Sixth Form Bursary.  
Either do this by checking the Bursary Information resources or by asking Mrs Clark.

**Mrs Clark is available to discuss this on Tuesday, Wednesday and Thursday lunchtimes.**

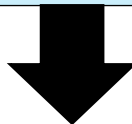


Purchase the item.  
Ensure you keep the receipt or proof of purchase with your item



Submit a claims form with the receipt/proof of purchase to Mrs Clark.  
The receipt can either be electronic (and sent via Teams) or a paper copy.

**Mrs Clark is available to process this on Tuesday, Wednesday and Thursday lunchtimes.**



If successful, the payment for your item will be deposited into your bank account (indicated on the claims form) on the **following** Friday.

Please remember that any item claimed for on the Sixth Form Bursary must be used for academic reasons and linked to your curriculum / subjects taken.

If you claim for multiple items at once, each item must have a clear receipt / the receipt must be clearly itemised.