

ST MARY'S COLLEGE

16-19 BURSARY AWARD REQUEST FORM – 2020/2021

This form should only be used to request an award once your Bursary Application has been approved. It is only for the use of students in receipt of a 16-19 bursary.

STUDENT DETAILS

STUDENT NAME	
ADDRESS	
DATE OF BIRTH	
EMAIL	
PHONE NUMBER	

AMOUNT & DESCRIPTION

AMOUNT REQUESTED:	
Payable to:	
Description (please specify the book, equipment or travel arrangement required):	
Required for (subject/activity):	
Resource/activity recommended by (please name the member of staff, no signature required):	

Please submit to reception for the attention of Mrs Lakhi and await a response.

RESPONSE TO PAYMENT REQUEST – for office use only

(a) payment/award has been authorised and made	
(b) payment/award has been authorised but more detail is required to make the transaction, please see Mrs Lakhi	
(c) we are unable to make this payment	