



The Priory School

Educating Students for Success in Life

The Priory School
Bedford Road
Hitchin
Hertfordshire
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Headteacher: Mr Geraint Edwards

Post 16 Travel Bursary Payment Request Form

Should you require financial support to contribute to travel costs, please complete the following form and return it to Mrs Shipp - Key Stage 5 Manager.

To be eligible for this discretionary bursary, you must meet the following criteria:

- Travel bursaries can be awarded to students living outside a 6 mile radius of the school. The bursaries are to cover the cost of travel up to a maximum of £150.00 per half - term.
- Students can request the bursary and it will be awarded upon the production of evidence of residence.
- The travel bursary can only be used to purchase tickets, petrol or other travel costs to cover travel from their place of residence to and from the school.

Name		Tutor Group	
Date			
Reason for Request (Please outline below what you are requesting and the cost. Please provide evidence of the travel cost).			
Amount			
Student Bank Details			
Bank Name			
Bank Account Number			
Bank Sort Code			
Student Signature			
Authorised	Yes/No	By	
Date		Signature	

Finance Office:	
Name	Approved Signatory
Signature	
Date	
Payment Details	

Responsibility

Respect

Resilience

