



# The Priory School, Hitchin

Educating Students for Success in Life

Bedford Road, Hitchin, Hertfordshire, SG5 2UR

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Headteacher: Mr M. Blayney MEd (Cantab)

## Post 16 One Off Bursary Payment Request Form

Should you require financial support to cover a one-off cost such as a school trip, textbook or travel to a university interview, please complete the following form and return it to Mrs Shipp - Key Stage 5 Manager.

Name		Tutor Group	
Date			
<b>Reason for Request</b> (Please outline below what you are requesting and the cost. If it is a specific item such as a textbook, please provide a link to this or details of where it can be purchased)			
<b>Amount</b>			
<b>Student Bank Details</b>			
Bank Name			
Bank Account Number			
Bank Sort Code			
<b>Student Signature</b>			
<b>Authorised</b>	Yes/No	<b>By</b>	
<b>Date</b>		<b>Signature</b>	

<b>Finance Office</b>	
<b>Name</b>	Approved Signatory
<b>Signature</b>	

Responsibility

Respect

Resilience

Date	
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Payment Details	
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