



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 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 £300 per 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.
- Students must have an attendance score of 96% and a positive attitude to learning score in each of their subjects to qualify for continued receipt of the bursary.

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

Responsibility

Respect

Resilience

Student Signature			
Authorised	Yes/No	By	
Date		Signature	

Finance Office:	
Name	Approved Signatory
Signature	
Date	
Payment Details	