



*Creative  
Education  
Trust*

**16 TO 19 BURSARY FUND – ACADEMIC YEAR 2026-2027  
BURSARY EXPENDITURE CLAIM FORM**

|                 |  |
|-----------------|--|
| Name of Student |  |
| Date of Claim   |  |

**Claim Details:**

|                                    |  |
|------------------------------------|--|
| Application for future expenditure |  |
| Refund of student expenditure      |  |

| Food | Travel | Trip | Open day<br>/ Interview | IT /<br>specialist<br>equipment | School<br>supplies<br>(books<br>etc) | Open day<br>/ interview | 1-1<br>Support | Course | Other |
|------|--------|------|-------------------------|---------------------------------|--------------------------------------|-------------------------|----------------|--------|-------|
|      |        |      |                         |                                 |                                      |                         |                |        |       |

Please provide detail of purchase requirement below:

|                     |   |
|---------------------|---|
| What Acquired       |   |
| Cost                | £ |
| From Which supplier |   |
| Other information   |   |

**Student Confirmation:**

I understand that the cost of this purchase will be deducted from my bursary allocation

|                   |  |
|-------------------|--|
| Student Signature |  |
| Date              |  |



### **TO BE COMPLETED BY THE SCHOOL**

How is the acquisition to be made:

|                                      |  |
|--------------------------------------|--|
| School to purchase from bursary fund |  |
| Value to be transferred to student   |  |

### **Review and Authorisation of Claim**

To be completed by Sixth Form Representative:

| <b>Task</b>                                                         | <b>Completed</b> |
|---------------------------------------------------------------------|------------------|
| Agreed within the spirit of the bursary                             |                  |
| Purchase researched and confirmed                                   |                  |
| Purchase order requisition completed and signed                     |                  |
| Information given to finance                                        |                  |
| If equipment/ purchased, equipment loan agreement signed by student |                  |

|           |  |
|-----------|--|
| Signature |  |
| Name      |  |
| Date      |  |

To be completed by the Finance Department:

| <b>Task</b>                 | <b>Completed</b> |
|-----------------------------|------------------|
| Purchase order checked      |                  |
| Purchase made               |                  |
| Bursary spreadsheet updated |                  |

|           |  |
|-----------|--|
| Signature |  |
| Name      |  |
| Date      |  |