

## Tudor Grange Kingshurst Academy Post16 Student Request Claim Form for Reimbursement

**Guidance Notes:** For purchases of items that are required to aid completion of your chosen course, for example **books, stationary, travel, specialist equipment, etc.** Upon submitting of the form, the claim will need to be authorised before we can accept any receipts/evidence, therefore, please, only provide these once approval is complete, for which you will be notified of.

**Please note: books and devices will need to be returned upon completion of your study programme.**

<b>Student Name:</b>	<b>Form Group:</b>
<b>Course:</b>	<b>Email:</b>
<b>Address:</b>	

**If you have provided receipts, you will be reimbursed into the bank account that you provided in your application within 30 days. If you have not provide bank details, please fill in the details below.**

Bank Name	Name on Account	Account Number	Sort Code

**Note:** Your attendance and behaviour is assessed on a daily basis; if there are any inconsistencies, there could be a delay in purchasing or having your money reimbursed. However, there will be exceptions in the case of official university visits (agreed in advance), educational visit or training, medical appointments and in exceptional circumstances (funerals, etc). In all cases, please, provide evidence so that we are able to process your requests in an appropriate time.

Date	Expense: Stationary, Travel, Equipment etc	Price	To Reimburse
<b>Total</b>			

Hand this form to Safina Kusar-Ahmed to forward on to John Bowers for authorisation of your claim. Upon the result, you will be informed of the outcome. If you are unsure of anything or require assistance, either enquire in the office or email [skusar-ahmed@kingshurst.tgacademy.org.uk](mailto:skusar-ahmed@kingshurst.tgacademy.org.uk)

<b>Student Signature:</b>	<b>Date:</b>
<b>Parent/Carer Name:</b>	<b>Date:</b>

**Office Use Only:**

Items Authorised/Purchased	Student Claim for Reimbursement
<b>Total Amount Invoiced:</b>	
<b>Authorised Signature:</b>	<b>Date:</b>
<b>Submitted by:</b>	<b>Date:</b>