

Work/Industry Placement costs form

Student name:	Student ID number:
---------------	--------------------

Please tick which work placements costs you need

Travel expenses Meal expenses

Your work placement details

Name of Organisation/Placement:					
Address of Organisation/Placement:					
Start Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
End Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
How many days per week?	Mon	Tue	Wed	Thu	Fri
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tutor Name:	Tutor Signature:				

Details of additional costs to attend your placement

<p>Meal Credits</p> <p>Available if you have already been awarded meal credits through bursary funds.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Travel</p> <p>Support with additional travel costs/expenses if you live 3 miles or more from your placement and your travel pass issued from the travel bursary does not support this journey.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Method of travel i.e. car, train, bus</p> <p>From <input type="text"/> To <input type="text"/></p> <p>Name of travel company</p> <p><input type="text"/></p> <p>Cost of travel per day</p> <p><input type="text"/></p>

Any additional information we may need to know about your Work placement.

Please send the completed form by email to FEbursaries@activatelearning.ac.uk. or hand it to a member of staff at the Advice Centre.

Student's name and signature:

Date: / /

Faculty's name and signature:

Date: / /

Students that require meals expenses and or travel expenses will need to provide receipts to us termly, if you require travel expenses we need receipts within two weeks of your course starting evidencing your cost of travel in case this differs from the original award.

You can send your receipts to us in one of the following ways:

Send a scanned copy of the receipts to: FEbursaries@activatelearning.ac.uk

In person to the Advice and Admissions team.

By post to the following address: Activate Learning, Student Finance Team, c/o Banbury and Bicester College, Broughton Road, Banbury, Oxfordshire, OX16 9QA.

We only accept electronic files in the following format;

- picture files of JPG, JPEG, GIF, PNG and TIFF extensions
- electronic files of DOC, DOCX, XLS, XLSX, PDF and XP