**TRAVEL BURSARY APPLICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student Details**

|  |  |
| --- | --- |
| Name |  |
| Home Address |  |
| Postcode |  |

 |
| **Parent/Carer Details**

|  |  |
| --- | --- |
| Name |  |
| Relationship to student |  |
| Home Address (if different from the above) |  |
| Email Address |  |

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| **Student Travel Details**If applicable to their journey, students should hold a 16+ Zip Oyster Card and/or a 16-17 railcard to qualify for reduced rate fares. * Please quote the reduced rate fares below.
* If you can benefit from a 16-17 railcard but do not currently have one, please note below if you want to request the school to cover the cost of this card.
* Evidence of costs can be provided as hard copy attached to this form or by email to Ms Bhanotha: KCLMSaccounts@kcl.ac.uk

|  |  |
| --- | --- |
| Journey details: please provide starting station & zone (if applicable) and an outline of your journey |  |
| Weekly cost (£)Please provide evidence eg TfL screenshots, receipt for travelcard |  |
| I would like to request the school to cover the cost of a 16-17 railcard.Please provide evidence of payment | Yes / NoValue: £ |

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|  |

**Student Confirmation**

I confirm that the information I have provided is correct and I will notify the school if my travel costs change. I understand that the travel bursary may be withdrawn if I do not meet the school’s punctuality, attendance and behaviour requirements. I understand that the travel bursary is capped (see table on next page).

Student Signature: ……………………………………………………… Date: …………………….

**Parent/Carer confirmation**

I enclose, or have previously enclosed, evidence of my family income as indicated below. I confirm that the information my child has provided here is correct.

Parent/Carer Signature: ……………………………………… Date: …………………..

**Evidence of Family Income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Travel Bursary available** | **Evidence required**  | **Evidence previously provided? (Yes / No)** | **If No, list evidence attached to this form** |
| Students entitled to Free Meals | 100% capped at £1200 | Evidence of student entitlement to Free Meals: email from previous school confirming they received FSM, or see here |  |  |
| Students in households in receipt of Working Tax Credit / Child Tax Credit\* / Universal Credit | 50% capped at £600 | Evidence of parental entitlement, dated within last 6 months |  |  |

*\*please note that this category does not include households in receipt of child benefits*

**Payment Schedule**

Payments will be made half termly in arrears to the student’s bank account. If you require support before the first payment, please talk to Ms Cosgrove.

**Payment can only be made to the student’s bank account. Please provide details below**

|  |  |
| --- | --- |
| **Bank**e.g. Natwest, Nationwide |  |
| **Sort Code** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

 |
| **Account Number** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

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| **Account Holder Name** |  |

Please return the completed application form to Ms Cosgrove or Ms Bhanotha: KCLMSaccounts@kcl.ac.uk