

# Work/Industry Placement costs form

Student name:	Student ID number:
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Please tick which work placements costs you need

Travel expenses  Meal vouchers

## Your work placement details

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

## Details of additional costs to attend your placement

<p><b>Meal vouchers</b></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><b>Travel</b></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><b>Method of travel i.e. car, train, bus</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 70%; padding: 5px;">From</td> <td style="width: 30%; padding: 5px;">To</td> </tr> </table> <p><b>Name of travel company</b></p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p><b>Cost of travel per day</b></p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	From	To
From	To		

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

Please send the completed form by email to [FEbursaries@activatelearning.ac.uk](mailto: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 who need travel expenses should submit their travel tickets/receipts either upon completion of their work placement or on a termly basis if the placement extends throughout the year.**

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](mailto: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