

Hillview Sixth Form Bursary Guidelines

Students are expected to demonstrate a positive commitment to their studies. Attendance, punctuality and attitude to learning will be monitored over time and may be considered when reviewing bursary awards. The school will take account of individual circumstances.

- The bursary allowance only covers purchases made within the current academic year. Any purchases made within previous years will not be reimbursed.
- Payments are made in kind.
- It is your responsibility to put in claims as and when you wish to claim. You cannot back date your claims e.g. you cannot claim for travel costs for September in April.
- We do not accept bank statements as evidence. We can only accept valid receipts as proof of purchase. Receipts must include a date of purchase, cost and details of the item purchased. Online receipts must include your name, address, date of purchase, item/s purchased and price.
- Claim emails must be sent to sixthformbursary@hillview.kent.sch.uk
- Please submit claims at reasonable intervals e.g. once a month.
- Funding is available for curriculum related trips only; non-curriculum related trips will not be reimbursed.

There are caps for some items:

- £100 towards electronic academic equipment for the year. Luxury items such as Apple pens, Air Pods and headphones are excluded.
- £75 towards clothes for the year; the full amount cannot be spent on one item - clothes must conform to the Sixth Form's dress code.
- Up to £50 on shoes for school.
- Up to £50 on coats/jackets for school.
- Up to £50 on bags for school.
- £3 per day on food (for those who are not on Free School Meals only).

Items the bursary does not cover:

- Glasses prescriptions/ costs
- Anything medical related e.g. foot stool
- Jewellery
- Moisturisers, lip balm/ Vaseline
- Dental items e.g. electric brush
- Phone/tablet chargers
- Portable chargers
- Apple pencil/ any other pencils for electronic devices
- Phones

- Eye test/glasses
- iPad/phone/keyboard cases
- iCloud/Google storage
- Mobile data
- Mobile phone
- Wallet/Card holder
- Costs for an extra A-level taken outside of school
- Tuition fees

Tips for travel history evidence

- Students will only be reimbursed when using an age-appropriate railcard, we therefore ask you purchase a monthly or weekly travel card and supply the proof of this with your claim form. Individual top up receipts will not be accepted.
- If you do not currently have a railcard or you have lost it, it is your responsibility to apply for one/ replace it. Full adult fares for any travelcards will not be accepted.

Please note this is **not** an exhaustive list. All claims will be accepted/rejected at the school's discretion.