**[](http://www.southdowns.ac.uk/)South Downs College**

**Financial Assistance**

**Part-Time Travel Expenses Form**

* This form should be completed in block capitals by the **student**
* The assistance is limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.

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| --- | --- |
| **Section 1 - Student Details** | |
| **Name:** | **Student Ref No:** |
| **Address:** | |
|  | **Postcode:** |
| **Cheque Made Payable to:** | |

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| --- | --- | --- | --- |
| **Travel Expenses** | | | |
| **Date** | **Class attended** | **Venue** | **Cost (ticket attached)** |
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I confirm that I attended the above classes and am claiming a refund of the travel cost incurred in doing so.

……………………………………………………………………… (Student’s Signature) Date: …………………………………………

**Please return this form plus your public transport tickets to: Student Finance & Travel Support,**

**South Downs College,**

**College Road, Waterlooville, Hants, PO7 8AA**

***For Office Use Only***

|  |  |  |
| --- | --- | --- |
| **Date received:** | **Attendance checked:** |  |
| **Tickets checked:** |  |
| **Enter onto system** |  |
| **Total claimed:** |  |
|  | **Date refund raised:** |  |