



QUEEN'S PARK HIGH SCHOOL

Student Bursary – Quick Guide

Student and parent/carer submit the application form, you can find the form on the Queen's Park High school website by going to Sixth Form –Financial support for students aged 16-19.

Please make sure you read the information on the website and the **16-19 Bursary Statement** for full details before applying.

Please send any relevant supporting documents to finance@tltrust.co.uk by **Monday 15th September 2025**;
All details of documents that need to be provided will be in the Bursary Statement Letter.



Finance will check the application form and supporting documents and raises any queries with the student.

Assessment is completed to establish eligibility

The application will then be reviewed and signed off by the Finance Manager



Student notified of outcome by letter from finance by October half term at the latest.



Eligible students will then receive along with the letter a Microsoft form link; this is for **Bursary Item requests**. Please make all requests via this form detailing the items you require. Multiple requests can be made via the form link.

Where possible the resources will be purchased by the school and delivered to the student.
Any reimbursement of expense will be paid directly to the student's own bank account.

Please note the following:

Priority will be given to helping students with travel costs.

Due to the timing of the process, students may need to pay for their own costs such as travel to school in September/October and then claim these back if their bursary application is successful. Please be mindful that reimbursement will only be made if receipts/proof of purchase is provided, so please ensure you keep all receipts.