

Whalley Range Sixth Form Student Item Request Process 2024/2025

Once a student's bursary application has been approved, they will be placed into the appropriate pot linked to their total household income.

Household income bandings and pot allocations will be reviewed by SMY/JMO periodically to ensure the total Bursary allocation is managed effectively.

Whalley Range Sixth Form will purchase items centrally for all students in receipt of the bursary in line with their:

- General academic needs e.g. stationary/resources
- Subject Specific Academic Needs e.g text books/journals
- Subject Specific/CEIAG activities e.g. Coach travel/tickets

The total value of each pot will be allocated from the remaining total once centrally purchased items have been deducted.

The below process should be followed by students wishing to make an application to purchase an item from their bursary.

Before a student purchases a requested item, this purchase must have been approved by the Sixth Form team. Whalley Range Sixth Form cannot be held liable for any submissions purchased by students without prior approval.

Any purchase requests that are above £30 can be purchased directly by school. You will be contacted once your request has been made to decide how you wish to proceed.

Physical items purchased using the bursary are property of Whalley Range Sixth Form and must be returned to Whalley Range Sixth Form on the student's final day of College.

Students' bursary can only be used to directly support resources identified as necessary to help them access education. If this condition is not met your application maybe rejected.

If making a request for reimbursement for OurPass administration fee or Bus Tickets go to point 7.

1. Log into your student account in Bursary16+ [Bursary Website](#)
2. Click on the My Requests box on the main page
3. Click on Add Request Box
4. Complete all sections of the Form
 - a. Request Type – Select Purchase **Do Not select Reimbursement for any unapproved item.**
 - b. Purchase Item - Select the item you wish to purchase from the dropdown list
 - c. Provide reason – your reason must be linked to how this will be necessary for you to access your education.
 - d. Amount – Insert the cost
 - e. Screenshot upload – please provide a screenshot of the item you wish to purchase
 - f. Link for item – If being purchased online please provide a link.
5. Click Save – This will submit your request for review.
6. Your request will be reviewed by the Sixth Form team within 5 working days and you will receive an email stating
 - a. Your request has been approved – you can now purchase the item
 - b. Your request has been rejected – you should not purchase the item.
7. Once you have purchased the item you must submit a new request for reimbursement
 - a. Request Type – Select Reimbursement
 - b. Reimbursement Item - Select the item you wish to purchase from the dropdown list
 - c. Amount – Insert the cost
 - d. Receipt Upload – **you must submit a copy of the receipt of your purchase – Items cannot be reimbursed without a receipt.**

8. Click Save – This will submit your request for review.
9. Your reimbursement request will be reviewed by the Sixth Form team. **This will be completed on the Wednesday following your request.**
10. Payment will be made directly into your bank account information and **may take up to 7 days to appear in your account.**