



 **Toot Hill Sixth Form College**
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Head of College
Mrs C Mordue BA (Hons), PGCE
Head Teacher
Dr C Eardley BSc (Hons), PGCE, PhD




Dear parent/carers,

I wanted to contact you to remind you that the student bursary is here to support you and your family with the cost of college. There are small number of students who access the bursary already. However, if your circumstances have changed financially, or if you were unaware of the bursary previously, please note that you can still submit an application.

If you can evidence financial need, here are some of the costs we could help you with:

- Laptop loan
- Bus passes and reimbursement of transport costs
- Course materials including text books, revision guides, stationery, calculators etc.
- Educational trips and visits – including the Biology field trip and the evening trip to Colwick Hall on 6th July for year 13
- UCAS fees
- Work experience costs

If you feel your child may be eligible, all information regarding the documentation needed to evidence financial need, levels of bursary payment and how to apply is located here:

<https://www.toothillcollege.co.uk/page.php?p=policies>

Additionally, we have attached two guides: how to apply for the bursary, and how to make a claim. These are also attached. The process is all online and evidence may be photographs of key documents, receipts, or screenshots uploaded from a mobile phone or other device via the app. If you are eligible but haven't been claiming, providing there is evidence, we can back date the claim.

Students will need their username/email address and password to access this though we advise you sit together as a family to complete as soon as possible.

If you are **returning year 13 student who had the college bursary last year and circumstances have not changed**, please go onto the app, and all you will need to do is select the 'rollover application to 2023-2024 cycle' button. You will not have to submit the documentation again. You will then be able to make claims by uploading receipts or evidence in the usual way.

If there are any issues, please use the following email address: contact@toothillcollege.co.uk and Catherine Mordue and Shelly Challoner, alongside the finance team, will look to support you and your child.

Yours sincerely,

C Mordue

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Head of College