



Travel Expenses Claim Form

- College Financial Assistance is limited and can only be allocated whilst funding lasts and cannot be guaranteed in cases of over-demand.
- Mileage is paid based on attendance at lessons and paid at 0.25p per mile from your home to your place of study. If Public transport is used, tickets or proof of purchase must be attached to this form.
- The college reserves the right to offer the most economical use of funding for travel.
- Travel refunds may take up to 3 weeks to reach your bank account, especially during busy periods.

| Section 1 - Student Details | |
|---|-----------------|
| Name: | Student Ref No: |
| Address: | |
| | Postcode: |
| BACS payment made payable to (please include your title): | |
| Sort Code: | Account No.: |

| Travel Expenses | | | |
|-----------------|---------------------------|----------------------------|---|
| Date | Subject of class attended | Campus or Venue studied at | Cost (ticket must be attached) or miles travelled |
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I confirm that all the information I have given is correct and I give permission for College staff and if appropriate, Parents/Carers to be consulted over this application. I agree to HSDC processing personal data contained in this application form for the purpose of administering Financial Assistance. I understand that, if applicable, any bank details on this form will only be used for processing refunds and the college will adhere to relevant data protection policies & procedures. Should you require any further information, regarding the processing of your personal data, then please contact dataprotection@hxdc.ac.uk

..... (Student's Signature) Date:

- Please return this form plus your public transport tickets to: HSDC, Student Travel & Support,**
- Alton Campus, Old Odiham Road, Alton, GU34 2LX
 - Havant Campus, New Road, Havant, PO9 1QL
 - South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA

For Office Use Only

| | | |
|----------------|-----------------------------|--|
| Date received: | Attendance checked: | |
| | Tickets checked: | |
| | Enter onto system (unit-e): | |
| | Total claimed: | |
| | Date refund raised: | |