

**Refugee Resettlement Scheme
Request for Education-Related Payment**

From (Name of school/nursery)		Date	
Address		Telephone	
	Postcode:		
Email address			

Pupil's name	
Pupil's date of birth	
Pupil's address	
DFE Unique Pupil Number	
Date of enrolment	

Resettlement Scheme (please tick):

UK Resettlement Scheme (UKRS) / Syrian VPR Scheme

Afghan Resettlement Schemes (ARAP / ACRS)

I confirm that the below supporting documents are included with my claim (please tick):

Attendance records for the pupil (required for all claims)

Enrolment form including the DFE Unique Pupil Number (required for first claim only)

Receipts/invoices detailing the purchases made, covering the full amount you are requesting reimbursement for (required for all claims)

An invoice (for Academies) or cost centre (for LA Maintained Schools) to enable the grant to be paid (required for all claims)

Note: we will be unable to process your claim if you do not include the required supporting documents.

Scale of payments:

Pupil aged between 3 and 4 years of age: up to £400 per term for maximum of 3 terms

Pupil of statutory school age: up to £800 per term for maximum of 3 terms

Amount Claimed:

Total amount of this claim:	£
I have attached receipts covering the full amount indicated above	Yes <input type="checkbox"/> Please note: we can only reimburse you for the amount covered by your receipts/invoices.

Claim Method (please tick)

Academy	<input type="checkbox"/>	Please enter the name of the academy/trust who will raise your invoice (if applicable)	
LA School	<input type="checkbox"/>	Please enter cost centre (location code)	

Request made by:

Name (please print) Designation
Signature Date

People from Abroad Team Authorisation:

LCS Number.	<input type="text"/>	Ref No.	<input type="text"/>
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Name (please print) Designation
Signature Date