



# SCHOOLS TRAVEL SCHEME APPLICATION FORM

Site of requested visit and preferred visit date: 

Site:	Date:
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School name and address:

Contact name:

Contact e-mail address:

Contact telephone number:

Type of school; (state, academy, independent)

## Access Scheme Eligibility:

Schools must meet the below criteria to make an application. Please check that the below criteria apply:

- The school is a UK State Schools
- The visit to an Official Residence will include a facilitated session with the Learning team   
*Name of session* .....
- Schools can apply once per academic year
- Applications must be made in advance of the visit
- Receipts and paperwork must be received within 4 weeks of the visit
- The scheme cannot be used for taxis, or expenses connected with personal vehicles

Please provide detail below of required support towards cost of travel, up to the amount of £175. Please include method of transport and quote from transport company with which booking will be made, as well as the payee name and address for payment should your application be successful):

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Please check this box if you are attaching a document to be considered as a part of the application