



# Mentor Support Network Scholarship Claim Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Bank Details: BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Acc Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Details of Items Claimed	Price
1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Amount Claimed:</b>	<b>\$</b>

**FOR ALL CLAIMS, PLEASE HAVE THE PERSON WHO NOMINATED YOU, OR YOUR SUPPORT PERSON CONFIRM THAT THE CLAIM IS REASONABLE, AND SUITABLE FOR YOUR EDUCATIONAL NEEDS**

NAME	POSITION	SIGNATURE

**NOTES** – (Please read carefully!):

- The final date for making claims is the 30<sup>th</sup> of September each year.
- Claims can only be made for expenses **directly** related to education, for example: textbooks, computers, printers, web connection, excursion fees, school uniforms, work tools, stationery glasses, special software, tutoring, desk, lamp for study space, etc. Items such as normal school fees, formal tickets or casual clothes are not claimable. If you are in doubt whether something is claimable, you can email us at [scholarships@mentorsupportnetwork.com.au](mailto:scholarships@mentorsupportnetwork.com.au)
- You need to have your own bank account so that money can be transferred electronically.
- If you have already paid for the goods or services, reimbursement will be paid to your bank account. **Please attach receipts, photocopies, or scanned records to the claim form.**
- If you wish Mentor Support Network to provide you with money before you purchase the goods or services, **please email a copy of your quote(s), photos, or invoice(s) with this claim form.**
- In both cases, money will be paid by Electronic Funds Transfer (EFT) to your nominated bank account (it usually takes 24 hours to transfer).
- When you have the above information, email all forms and receipts to the treasurer, [chrisculp2@gmail.com](mailto:chrisculp2@gmail.com) or post them to:  
**The Treasurer, Mentor Support Network,  
102 Bruce Street, Cooks Hill NSW 2300**