

Education, Leisure and Housing

Application for Student Interview Expenses



Applicant Details

Name:	
Date of Birth:	
Address and Postcode:	
Current place of study and class / course name (if applicable):	
If you are not in education, employment or training then please tick here: <input type="checkbox"/>	

Interview Details

Date of interview:	
Location of interview:	

Please supply evidence of your invitation to interview, e.g. letter, email.

Expenses

Method of travel:		Cost:	£
Accommodation:		Cost:	£

You must submit receipts for expenses above. Please note that you may not receive the full amount listed if it exceeds the total contribution mount (up to £50 for interview in Scotland or up to £75 for interviews out with Scotland).

Cheque made payable to:	
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Declarations

Orkney Islands Council is committed to protecting and safeguarding your privacy. We will only use the information that we collect about you lawfully in accordance with the General Data Protection Regulations. The information relating to this application will be retained for the period stated in the Council's Retention and Disposal Schedule. For more information about how we process information, please contact us or visit: <https://www.orkney.gov.uk/Online-Services/privacy.htm>.

I certify that these expenses were incurred in connection with the above interview and all receipts are enclosed, along with a copy of the invitation to interview.

Applicant Signature:		Date:	
Establishment Signature:		Date:	

Completed applications, including evidence, must be submitted **within one month** of the interview date to the Education Grants Team at Education, Leisure and Housing, Orkney Islands Council, Kirkwall, Orkney, KW15 1NY. Full guidance information is available at <https://www.orkney.gov.uk>