|  |  |  |  |
| --- | --- | --- | --- |
| **General Details** | | | |
| Club Name: |  | Swim Mark Club | Y/N |
| Name: |  | | |
| SE Member No. |  | | |
| Email address: |  | | |
| **Bank Details** | | | |
| Name on Account: |  | | |
| Sort Code: |  | | |
| Account Number: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Claim** | | | |
| **Course Date** | **Course Name** | **Total costs** | **Total claim** |
|  |  |  |  |
| If a club is claiming on behalf of their members, please list the names and SE membership number of individuals below the course name and date attended. Continue, on a separate sheet if required. | | | |

**Notes:**

* All claims must be supported by the course invoice plus evidence of completing the course, such as course certificates.
* This form is to be used for all claims made for courses and training covered by the Wiltshire Swimming Funding Policy with the exception of teachers and coaches’ bursaries which must be claimed on the specific bursary claim form.
* Each claim will be considered on an individual basis and within the guidelines of the Wiltshire Swimming Education and Development Committees guidelines and policies.
* Completion of this form does not guarantee that your claim will be successful.
* The Wiltshire Swimming Education and Development Committee will inform clubs as soon as possible if their claim has been successful or otherwise.

If you have any queries or would like more details, please contact Secretary of Education and Development Committee by email on andreajchristmas@gmail.com

Please send completed form and accompanying evidence to Secretary of Education and Development Committee by email to andreajchristmas@gmail.com

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| --- | --- |
| Claimant: name and signature | Date: dd/mm/yyyy |
| Authorised by Ed & Dev: name and signature | Date: dd/mm/yyyy |