



## Assisted Visits Scheme Claim Form for Oakhill Secure Training Centre Visits

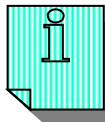
### Personal Details

1. Your full name
2. Your home address
3. Your daytime phone number
4. Your email address
5. Your date of birth
6. How are you related to the young person you have visited:

Postcode:

- Mother/Stepmother       Sister/Stepsister       Grandfather       Aunt
- Father/Stepfather       Brother/Stepbrother       Grandmother       Uncle
- Guardian       Other \_\_\_\_\_

### Other Visitors



The YCS can help pay for 2 visitors over 16 years of age and up to 3 children who are close relatives of the young person.

Name	Age (if under 16)	Relationship to young person
	Adult	
	Under 16	
	Under 16	
	Under 16	

## Details of the Visit

1. Young person's Name

2. Date and time of Visit

Date:

Time:

3. How did you travel to the STC

Car

Train

Bus

*Please note that the Assisted Visits Scheme does not cover taxi fares except in exceptional circumstances.*

4. What time did you leave your home address?

am/pm

5. What time did you return to your home address?

am/pm

6. If you travelled by car, how far is the journey?

miles

*Please note that mileage claimed will be audited against calculations of the shortest distance between home and STC.*

- ❖ If you travelled by train/bus, please send your tickets/receipts for reimbursement.
- ❖ If you have very young children who needed to be looked after at home whilst you visited, the YCS can help with the cost of a Registered Childminder. If you need help with these costs, please contact us.
- ❖ If you had to travel on separate days due to long journey times, the YCS can help with a contribution towards an overnight stay in local accommodation. Please contact us for details.

## Payment

Payment of claims can be made either by cheque or by BACS transfer directly into your bank account.

For BACS payment, please complete the following details

Sort Code

Account Number

Name of Account Holder

Name of Bank


**OR:** For cheque payments, please state to whom the cheque should be made payable

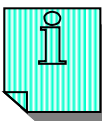
*Please make the cheque payable to:*

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## Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true. I understand that I may be prosecuted if I make a false declaration on this form.

Signed:		Date:	
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### Before sending, please ensure that -

- You have answered all of the questions
- You have enclosed bus/train tickets/receipts
- You have signed and dated the declaration

**The STC must receive your claim within 28 days of your visit.**

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### 🔒 Data Protection Statement 🔒

*The information provided on this form by you to the YCS is required by us to process your payment under the YCS Assisted Visits Scheme. When we process your personal information, we are obliged to comply with the General Data Protection Regulation (GDPR).*

**Once completed, please post this form to:**

<p><b>Oakhill STC</b> Chalgrove Field Oakhill MILTON KEYNES, MK5 6AJ</p>	<p>If posting, please mark your envelope "FAO The Assisted Visits Administrator".</p>
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**FOR STC OFFICE USE ONLY:**

<b>Check:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form received within 28 days of visit?		
Young person is <b>sentenced</b> and not on remand?		
All visitors claimed for are eligible under the scheme?		
All visitors claimed for visited on the date stated?		
<b>Payment calculation:</b>		
Travelling		
Subsistence		
	<b>TOTAL</b>	£

Signed:		Date:	
<i>On behalf of Oakhill STC</i>			

**FOR YCS STAFF USE ONLY:**

**Claim certified by:**

<b>Signature</b>	
<b>Print Name</b>	
<b>Grade</b>	<b>YCS Assistant Monitor</b>
<b>Date</b>	

*Claim Form V1.0: Revised 01.09.2023*