



University of Chester is committed to widening participation to Higher Education (HE). The aim of a Travel Bursary is to support more individuals, who have specific characteristics typically underrepresented in HE, attending a physical Open Day or campus tour. This fund is for **UK residents only**. All awards are made on a discretionary basis and are subject to funding. Each case will be assessed individually.

We will pay for up to two people to attend – the prospective student and one guest. **A maximum of £100 per prospective student can be claimed.** A Travel Bursary Claim Form must be submitted along with any supporting evidence.

If travelling by car, only one claim per vehicle can be made. NB: Petrol/diesel costs can be claimed at 36 pence per mile up to a maximum of £100 per vehicle.

If travelling by public transport, travel tickets must be attached with the travel bursary claim form. **Public transport costs must be 2nd class standard fare.**

All documents will be verified at the event by an approved member of staff (details and location of this will be available on the day). You are also able to claim expenses up to 14 days after the event date by submitting your expense to visitus@chester.ac.uk.

Eligibility and Awards

You can apply for the Travel Bursary if you are attending one of the following events:

- Undergraduate or postgraduate physical Open Day at either our Chester, Warrington, Birkenhead or University Centre Shrewsbury sites
- **Campus Tour**
- Application Day
- Interview Day
- Postgraduate Information Event

Eligible individuals must meet at least **one** of the criteria outlined below in order to apply:

- **Be eligible for free school meals or pupil premium** – school to sign application form as supporting evidence (undergraduate events only);
- **Young adult carer (someone aged 18 to 25 who regularly looks after and has responsibility for a sick, elderly, or disabled family member).** – supporting evidence would be a letter from Social Worker;
- **In receipt of benefits** – provide a letter that details proof of your entitlement.
- **Carer** – provide a letter from your GP detailing your caring responsibilities, proof of any Carer Benefits that you receive, or a letter from an established Carer's organisation.
- **Have a declared disability and are in receipt of Personal Independence Payment (PIP) or Disability Living Allowance (DLA)** provide a letter that details proof of your entitlement.
- **Students without family support, who have been estranged from their families for 12 months or more.** – had no contact with both parents for over a year.

Please note all evidence must be dated within the last twelve months.

If the application is successful, payment for a return journey to one of our University of Chester campuses will be offered. All payments will be made by electronic bank transfer after the event has been attended.

Payments are made at the end of the calendar month - All claims (originals or electronically submitted) must be received by 17th of the month in order to be included in the next month's payment run.

NOTE: No claims can be processed outside the boundaries listed above. All claims and documents must be submitted either at the event attended or electronically within 14 days of the visit. We are unable to consider any claims or documents submitted after 14 days of the event date.

If you need any further information on the undergraduate Travel Bursary application please call us on 01244 512800 or email us at visitus@chester.ac.uk



Name:

Date of Birth:

Full Address:

Postcode

UCAS Personal ID:

Telephone No:

Email:

Gender *(not compulsory)*: Ethnicity *(not compulsory)*:

Name of School, Sixth Form, College or Academy:

Date of visit to University of Chester and name of event:

Campus attended:

Eligibility - I meet the following criteria:

- I receive free school meals/pupil premium-School to complete and sign the last section of this form.
- I am a Young adult carer (someone aged 18 to 25 who regularly looks after and has responsibility for a sick, elderly, or disabled family member). - please provide a letter from your social worker.
- I am in receipt of benefits - please provide a letter detailing your entitlement.
- I am a carer - please provide a letter from your GP, proof of any Carer Benefits, or a letter from an established Carer's organisation.
- I have a declared disability - please provide proof of your PIP or DLA entitlement.
- I am a student without family support, who have been estranged from their families for 12 months or more.

Signature:

Supporting Head Teacher information: *(to be completed if in receipt of free school meals/pupil premium)*

Head Teacher name:

School Address (or school stamp):

Email:

I can confirm that all the information provided on this form is accurate and true to date.

Head Teacher signature: Date:



Before submitting your forms, please check you have completed the following checklist.

Travel Bursary Claim Form

- Completed personal details section
- Provided details of the name and date of event you are attending
- Provided supporting evidence of eligibility criteria. This will be either:
 - Details and signature from supporting head teacher if you receive free school meals/ pupil premium
 - A letter from your social worker if you are a 'Looked after Child'
 - A letter detailing proof that you are in receipt of benefits, such as Jobseeker's Allowance (JSA), Employment and Support Allowance (ESA), Income Support, Tax Credit, Universal Credit, Personal Independence Payment (PIP), Disability Living Allowance (DLA) or Pension Credit.
 - A letter from your GP detailing your caring responsibilities, proof of any Carer Benefits that you receive, or a letter from an established Carer's organisation.
 - A letter from a social worker, doctor, counsellor, teacher or person of good standing in the community or provide a relevant police report giving evidence of your estrangement.

All evidence must be dated within the last twelve months.

Expense Claim Form

- Completed personal details section
- Provided your bank account details
- Provided details of your travel expenses, including costs
- Attached travel receipts (if applicable)
- Signed and dated the form

If the application is successful, all payments will be made by electronic bank transfer after the event has been attended. Claims received by the 17th of the month will be paid at the end of the next calendar month.

If you are handing in your forms during your visit, you will be given a receipt as proof of submission. If you are emailing visitus@chester.ac.uk, your email will be proof of submission.



The Travel Bursary is for any of our undergraduate physical Open Days, or physical campus tours ONLY and subject to at least one of the following criteria:

- Be eligible for free school meals or pupil premium
- Young adult carer (someone aged 18 to 25 who regularly looks after and has responsibility for a sick, elderly, or disabled family member)
- In receipt of benefits
- Carer
- Have a declared disability and are in receipt of benefits
- Students without family support, who have been estranged from their families for 12 months or more.

All awards are made on a discretionary basis, for UK residents only and are subject to funding. Each case will be assessed individually. A maximum of £100 per prospective student can be claimed. Only one claim per vehicle can be made. Travel Bursary Claim Form must be submitted along with any supporting evidence. It is not possible to claim for any food and drink costs.

Allowance rates for travelling are:

- Public transport costs must be 2nd class standard fare
- Petrol/diesel costs can be claimed at 36 pence per mile up to a maximum of £100 per vehicle.

If the application is successful, payment for a return journey to one of our University of Chester campuses will be offered. All payments will be made by electronic bank transfer after the event has been attended.

Payments are made at the end of the calendar month - All claims to be received by 17th of the month for authorisation in order to be included in the next month's payments.

Please select:

 Open Day

 Interview/Audition

 Campus tour

Prospective student Details		<i>Please use CAPITALS</i>
Full Name		
Contact email address <i>(for Remittance Advice)</i>		
Home Address <i>(including postcode)</i>		

Bank Account Details	If non-UK Account: Tick here <input type="checkbox"/>	See below for details required*
Name of Account Holder <i>(e.g. Ms Jane Smith)</i>		
Bank Name <i>(e.g. HSBC)</i>		
Sort Code	<input type="text"/>	Account Number
Building Society Roll (reference) Number: <i>(if applicable)</i>		

OFFICE USE ONLY		<i>Certified correct for payment as per University of Chester regulations</i>	
Department Authorised Officer: <i>(signature)</i>			
PRINT name:		Date Signed:	
Appropriate receipts and application form submitted:	Y / N	Total Claim Authorised	£
Nominal Payment Account Details			
Work Order	MRA 00007	Product Code	31600TP

*We require for International bank payments the following details: IBAN number, SWIFT/BIC code, Bank Name & Bank Address, Account Name, Account Currency (e.g. € Euro / \$CAD / £ GBP) please attach all this information separately to your claim form. Contact the Finance department on 01244 512071 if you have any queries.



Please enter the details below of the expenses incurred. For public transport costs please attach receipts, or when including multiple receipts attach in an envelope with your full name. If submitting electronically (by email), please attach scanned receipts.

Name:

Date	Purpose of Journey <i>e.g. Open Day or Interview/Audition</i>	Mileage <i>(If own car used)</i>	Public Transport Fares £ - p	Amount £ - p
NB: All claims must be received within 3 months of date expense is incurred.	Total Miles		Fares Total	£
	<i>by mileage rate</i>	0.36p	Mileage Total	£
	Total Expenses			£

I certify that these details are correct and the expenses claimed have been incurred by myself in the course of an undergraduate Open Day/Interview/Audition/campus tour at the University of Chester. Where mileage allowance has been claimed I certify that a valid certificate of insurance & road fund licence were operative throughout the period covered by the claim.

Prospective Student
Signature:

Date signed:

Additional notes

- Please provide receipts in support of all claims for expenses
- Please note for train journeys: Seat Reservation & Collection Receipt tickets will NOT be accepted as proof of expense
- Claim form must be submitted to the department, along with any supporting evidence supporting evidence as soon as possible in order to be received by finance within 3 months of the visit.