

## Essex Open Day Travel Bursary

We'd love to meet as many of our applicants as possible, so if you are an Undergraduate enquirer applicant or offer holder and attend our Southend Clearing Open Day on 21 August 2024 you may be eligible for our Essex Open Day Travel Bursary to provide a helping hand with your travel costs.

### Terms and conditions

The terms and conditions of the Essex Open Day Travel Bursary are as follows:

#### 1. Eligibility

The bursary will cover the cost for you and one guest, up to the value of £75 GBP, if you use the following transport methods:

- Car (mileage only)
- Train
- Bus
- Flights – domestic and international

**To receive our Essex Open Day Travel Bursary, you'll need to meet all of the following criteria:**

- You are an Undergraduate enquirer, applicant, or offer holder for 2024 entry
- You attend the Southend Clearing Open Day on 21 August 2024
- We must receive your application and receipts within 30 days of the Open Day

\*We'll use your registered address from your application. If you are not travelling from your home address, this will be considered on a case-by-case basis. Please contact the Travel Bursary team before you travel in this instance: [applicantbursary@essex.ac.uk](mailto:applicantbursary@essex.ac.uk)

\*We will use [Free Map Tools](#) to measure the number of miles (as the crow flies) between your home address and the University campus.

#### 2. What method of travel is not accepted?

The Essex Open Day Travel Bursary will only cover the modes of transport listed above. In the event that you are not considered eligible for the Essex Travel Bursary, or we require additional information, you will be contacted via email.

Please note, the following are not considered eligible for the reimbursement:

- Taxi
- Oyster top-up
- Petrol
- Train fine
- First class coach/train fares
- Car hire and petrol

If you are unsure if you are eligible for the Essex Travel Bursary, please contact our team on [applicantbursary@essex.ac.uk](mailto:applicantbursary@essex.ac.uk) before buying your tickets.

#### 3. How to apply?

##### What you need to do next

Applying for the award is simple, you will need to complete our reimbursement form, along with any transport receipts and hand it to a member of staff on Open Day. Alternatively, you can scan your forms and travel receipts and email them to us at [applicantbursary@essex.ac.uk](mailto:applicantbursary@essex.ac.uk).



You can also send your completed form and receipts to:

Travel Bursary Team  
Marketing and Student Recruitment  
University of Essex  
Wivenhoe Park  
Colchester  
Essex  
CO4 3SQ

**We cannot reimburse any claims that are made after 30 days from the date of your visit.**

#### **4. How much could I get?**

The maximum award you can claim is £75 for the event booker plus one guest.

- Travelling by car - if you drive to the Open Day, we will reimburse your total mileage from your home postcode to the campus and back (as the crow flies), at the rate of 20p per mile (up to £75).
- Travelling by train or bus - we can reimburse standard class rail and bus travel for you and one accompanying guest. Remember to include your train or bus tickets and any receipts when you submit your reimbursement form.

#### **5. How and when will I be paid?**

Once your reimbursement form has been processed, we'll process a bank transfer payment for the total amount of your claim. This process can take up to 30 days\*. If you have not received your payment 30 days, please get in touch with us.

*\* Please note, reimbursements may take longer than 30 days during University closures including public holidays. Reimbursement may also take longer than 30 days if we have to get in touch to clarify bank details if incorrect details are provided initially.*

#### **Contact us**

If you have any questions about the Essex Travel Bursary, please get in touch.

**E** [applicantbursary@essex.ac.uk](mailto:applicantbursary@essex.ac.uk)

**W** <https://www.essex.ac.uk/visit-us/open-days>