

Southend Guided Campus Tour Travel Bursary: Terms and conditions

At Essex, we love to meet our prospective students and want to help ensure you have an opportunity to look around our campuses. The Southend Guided Campus Tour Travel Bursary provides financial support for those who are looking to study at Essex (enquirers and applicants) and one guest, to attend a guided campus tour.

1. Eligibility

The Southend Guided Campus Tour Travel Bursary will cover the cost for you and one guest, up to the value of £100 GBP, if you use the following transport methods:

- Car (mileage only)
- Train
- Bus/coach
- Plane

To receive our Southend Guided Campus Tour Travel Bursary, you'll need to meet all of the following criteria:

- Have enquired about (completed our enquiry form via the website, an event or prospectus request – and opted in to receive updates and information from Essex), or applied to, study at the University of Essex
- resident in the UK
- an attendee of Guided Southend Campus Tour
- we must receive your application and receipts within 30 days of your Campus Tour date

*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 Southend Guided Campus Tour Travel Bursary will only cover the modes of transport above. In the event that you are not considered eligible for the 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
- Train fine
- First class coach/train fares

If you are unsure if you are eligible for the bursary, please contact our team on applicantbursary@essex.ac.uk before buying your tickets.

3. How to apply?

Applying for the award is simple, you will need to complete our reimbursement form, along with any transport receipts and hand it to your check-in point during your visit.

Alternatively, you can scan your forms and travel receipts and email them to us at applicantbursary@essex.ac.uk.

You can also send your completed form and receipts to:

Campus Tour 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 £100 for the enquirer/applicant visiting plus one guest.

- Travelling by car - if you drive to the session, 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.
- 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.*

Contact us

If you have any questions about the Southend Guided Campus Tour Travel Bursary, please get in touch.

E applicantbursary@essex.ac.uk

W www.essex.ac.uk/visit-us/campus-tours