



Essex Clearing Travel Bursary

We'd love to meet as many of our applicants as possible, so if you attend a Clearing event you may be eligible for our Applicant Day Travel Bursary to provide a helping hand with your travel costs.

And if you are travelling by car to Southend, you can claim back your parking costs - just make sure you hang on to your receipt! (Parking at our Colchester Campus is free).

Terms and conditions

The terms and conditions of the Essex Clearing Travel Bursary (2018-19) are as follows:

1. Eligibility

Clearing Events

If you are an attendee of one of the following Clearing events, you may be eligible for the Clearing Travel Bursary:

Colchester campus:

- Clearing Open Day, 18 August 2018
- Clearing Drop-in Tours, 19 August 2018

Southend campus:

- Clearing Drop-in Visit, 16 August 2018
- Clearing Drop-in Visit, 17 August 2018

These are the only Clearing events eligible for the Clearing Travel Bursary.

UK Applicants

If you are a UK applicant, the Clearing 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
- Coach
- Bus
- Parking (Southend campus only.)

To receive our Clearing Travel Bursary you'll need to meet all of the following criteria:

- an undergraduate applicant
- resident in the UK
- an attendee of one of the specified Clearing events above
- living more than 30 miles from the campus you are visiting
- we must receive your application and receipts within 30 days of the Clearing event

EU/International Applicants

If you are an EU/ International applicant, the Clearing Travel Bursary will cover the cost for you and one guest for your mode of transport and accommodation up to the value of £100 GBP.

To receive our Clearing Travel Bursary you'll need to meet all of the following criteria:

- an undergraduate applicant
- resident in the EU/ Overseas
- an attendee of one of the specified Clearing events above
- we must receive your application and receipts within 30 days of the Clearing event

2. What method of travel is not accepted?

If you are a UK applicant, the Essex Clearing Travel Bursary will only cover the modes of transport above. In the event that you are not considered eligible for the Clearing 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
- Train fine
- First class coach/train fares

If you are unsure if you are eligible for the Clearing Travel Bursary, please contact our team on 01206 873272 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 your Applicant Day.

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:

Clearing Travel Bursary Team
Marketing and Student Recruitment
Communications and External Relations
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 applicant plus one guest.

- Travelling by car - if you drive to our campus, 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 - we can reimburse standard class rail travel for you and one accompanying guest. Your home station must be situated more than 30 miles from the campus you are visiting. Remember to include your train 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 send you a bank transfer (BACs payment) for the total amount of your claim. This process can take up to 30 days.* If you have not received your payment after 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 Applicant Day Travel Bursary, please get in touch.

T 01206 873272

E applicantbursary@essex.ac.uk

W www.essex.ac.uk/clearing/open_days.aspx