

Essex Applicant Day Travel Bursary

We'd love to meet as many of our applicants as possible, so if you attend an Applicant Day 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 our Southend campus, 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 Applicant Day Travel Bursary (2019-20) are as follows:

1. Eligibility

UK Applicants

If you are a UK applicant, the Essex Applicant Day 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
- Parking (Southend campus only)

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

- an undergraduate or postgraduate applicant
- resident in the UK
- an attendee of an Applicant Day
- living more than 30 miles* from the campus you are visiting
- we must receive your application and receipts within 30 days of your Applicant Day

*We'll use your registered address from your UCAS application. If you have not travelled from your home address, this will be considered on a case by case basis. Please contact the Applicant Day Travel Bursary Team before you travel in this instance.

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

EU/International Applicants

If you are an EU/ International applicant, the Essex Applicant Day 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 Applicant Day Travel Bursary you'll need to meet all of the following criteria:

- an undergraduate or postgraduate applicant
- resident in the EU/ Overseas
- an attendee of an Applicant Day
- we must receive your application and receipts within 30 days of your Applicant Day

2. What method of travel is not accepted?

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

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

- Bus (we provide a free coach service for core Applicant Day programmes on our Colchester Campus.)
- Taxi



- Oyster top-up
- Train fine
- First class coach/train fares

If you are unsure if you are eligible for the Applicant Day Travel Bursary, please contact our team on 01206 874416 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:

Applicant Day 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 the Applicant 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.
- 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 cheque 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 Applicant Day Travel Bursary, please get in touch.

T 01206 874416

E applicantbursary@essex.ac.uk

W www.essex.ac.uk/visit-us/applicant-days