Taster week travel bursary 2020

We’d love to meet as many of our students interested in studying at Essex as possible, so if you attend taster week you may be eligible for our taster week travel bursary to provide a helping hand with your travel costs. The Essex taster week bursary is live from 1 July 2020.

Terms and conditions

The terms and conditions of the taster week travel bursary (2020) are as follows:

1. Eligibility

UK Students

If you are a UK student booked on to a taster day, the Essex taster week travel bursary will cover the cost for you up to the value of £50 GBP, if you use the following transport methods:

* Car (mileage only)\*
* Train
* Coach
* Parking
* Bus

To receive our taster week travel bursary you'll need to meet all of the following criteria:

* resident in the UK
* booked onto a taster day
* we must receive your application and receipts within 30 days of your taster day

**\***We’ll use your registered address from your booking form. If you have not travelling from your home address, this will be considered on a case by case basis. Please contact us the travel bursary team before you travel in this instance. [Schools-link@essex.ac.uk](mailto:Schools-link@essex.ac.uk)

**\***We will use [Free Map Tools](https://www.freemaptools.com/how-far-is-it-between.htm) to measure the number of miles (as the crow flies) between your home address and the University campus.

UK Schools

If you are a UK school who has booked 10 or more students onto one of our taster days, the Essex taster week travel bursary will cover the cost for a coach/minibus up to the value of £250 GBP.

1. What method of travel is not accepted?

If you are a UK student or school group, the Essex taster week travel bursary will only cover the modes of transport above. In the event that you are not considered eligible for the Essex taster week 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 Campus Visit Travel Bursary, please contact our team on 01206 872800 before buying your tickets.

1. How to apply?

What you need to do next

Applying for the bursary 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 campus visit.

Alternatively, you can scan your forms and travel receipts and email them to us at [schools-link@essex.ac.uk](mailto:schools-link@essex.ac.uk)

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

1. How much could I get?

The maximum award an individual can claim is £50, and the maximum for a school group of 10 students or more is £250.

* Travelling by car - if you drive to the taster day, we will reimburse your total mileage from your home postcode to the campus and back ([as the crow flies](https://www.freemaptools.com/how-far-is-it-between.htm)), at the rate of 20p per mile.
* Travelling by train - we can reimburse standard class rail travel for you. Remember to include your train tickets and any receipts when you submit your reimbursement form.

1. 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.

1. **Schools membership plus**

For those schools who are part of our Schools Membership Plus scheme, you may use the school taster week travel bursary of £250 in addition to your SMP bursary. For more information please contact [smplus@essex.ac.uk](mailto:smplus@essex.ac.uk)

Contact us

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

T 01206 872800/2348

E [schools-link@essex.ac.uk](mailto:schools-link@essex.ac.uk)