



## Mini Open Day Travel Bursary

We'd love to meet as many of our enquirers and applicants as possible, so if you are an Undergraduate enquirer, applicant or offer-holder and attend our Colchester Mini Open Day on Saturday 20 January, you may be eligible for our Mini Open Day Travel Bursary to provide a helping hand with your travel costs.

### Terms and conditions

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

#### 1. Eligibility

The bursary will contribute to the cost of travel for you and one guest, up to the value of £75 GBP, to attend the Colchester Open Day on Saturday 20 January, if you use the following transport methods:

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

\*Mileage will be calculated from your home address. 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.

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

- UK students (eligible for UK home fees and funding and ordinarily resident in the UK)
- An enquirer, applicant, or offer-holder, exploring their first undergraduate degree to commence in 2023 or 2024
- Attend the Colchester Mini Open Day on Saturday 20 January 2023
- Submit the bursary application and applicable receipts within 30 days of the Mini Open Day

**To be eligible you must also meet one or more of the following criteria:**

- Eligible for Free School Meals
- Have a household income below £25,000
- Would not be able to attend an Open Day without financial support

#### 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 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 Mini Open Day 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 applicable transport receipts and hand it to a member of staff on Mini 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 applicant plus one guest.

- Travelling by car - if you drive to the Mini 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 £50).
- 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 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>