

Travel Bursary Claim Form

For travel expenses incurred by applicants for **undergraduate courses** attending an interview or a post-offer visit day.
Please read the Terms and Conditions on reverse of form and complete and sign Section A and Section B.

SECTION A (to be completed by prospective student)

First Name:				Surname:			
Address:							
Postcode:			Date of visit:	/ /		UCAS No:	
Name of Payee (if different from above):							

Did (or will) you attend:

An interview ☐ Tick
or a post-offer visit day: ☐
with a carer? (see T&Cs) ☐

Location of interview/visit:

Bristol: ☐ Tick
Langford: ☐

Please list costs below:

	Amount £
Bus or coach travel	
Rail Travel:	
Air Travel:	
Travel by Ferry or Boat:	
Car Parking or Tolls:	
Other: <input type="text"/>	
Total:	

Travel by car: ☐ (tick if applicable; mileage and amount will be calculated as outlined in section 7 of T&Cs)

I am a prospective undergraduate student, I have read the terms and conditions and the information I have given on this form is accurate to the best of my knowledge and belief.

Signed: Print Name:

SECTION B (to be completed by the parent/guardian OR mature, independent or estranged students)

I have read the terms and conditions and I believe that the information provided in Section A is accurate. I also confirm that the gross household income, before income tax and National Insurance Contributions, including benefits, taxable income from savings and any other unearned taxable income is below £42,620 per annum. (Tick whichever applies)

I am the parent/guardian of the prospective student: ☐

I am a mature student*, established independent or estranged: ☐

*for funding purposes, a mature student is defined as an individual over 25 years old.

Signed: Print Name:

Please return this form, together with any **receipts for travel or a quotation for travel costs** (see section 10 of the T&Cs regarding advanced payments) **and a copy of your invitation letter** from the university to:

Student Funding Office, University of Bristol, Senate House, Tyndall Avenue, Clifton, BRISTOL BS8 1TH

or email this form, together with all appropriate scanned evidence, to **student-funding@bristol.ac.uk**

OFFICE USE ONLY

TBCF-20170324

Student Code:	<input type="text"/>	Listed costs		£
Checked by:	<input type="text"/>	Mileage Calc	<input type="text"/> @15p /mile	£
		Agreed Total		£

Travel Bursary Terms and Conditions

1.General

This form should be used by prospective undergraduate students to claim for return travel costs to attend an interview or a post-offer visit day at the University of Bristol. This form should not be used by current or past students or members of staff. Payments are only made to prospective students who have applied for an undergraduate course via UCAS. To claim for multiple journeys (e.g. an interview and a post-offer visit day) please use a separate form for each claim.

2.Eligibility

The travel bursary fund is only available to prospective students who will be eligible for funding by one of the four UK funding agencies (i.e Student Finance England, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland). To confirm eligibility you will be required to supply the UCAS number that relates to your current application for a place of study at the University of Bristol. In addition you will need to provide evidence of any costs incurred such as bus or train tickets, receipts for toll charges, car parking, etc.

The travel bursary is means-tested and by submitting this form you (or your parent/guardian) are confirming that your household income is below the threshold for eligibility for funding. Please note that the University does not require copies of payslips, bank statements or documents such as the P60 form however the University will receive household income for any students that enrol and apply for means-tested support through Student Finance England, Student Finance Wales, Student Finance Northern Ireland or Student Awards Agency for Scotland.

3.Rail Travel

The University can re-imburse the cost of standard class return rail travel between your home (or the address from which you travelled on the day) and Bristol Temple Meads station except for students attending the School of Veterinary Sciences at Langford, where the nearest station is Yatton. The University will not reimburse the cost of First Class travel. You should take the most appropriate direct route and attempt to book in advance in order to secure the most favourable fare cost.

4.Travel by Bus or Coach

The University can re-imburse the cost of local bus fares where a bus journey is required to travel to your nearest bus or coach station. The University can re-imburse the cost of bus or coach fares between your home and Bristol Bus Station (Marlborough Street).

5.Taxi Fares

The University would not ordinarily be able to reimburse the cost of taxi fares to the University or between bus or coach stations and your home or the University. The exception being prospective students attending the School of Veterinary Sciences at Langford.

6.Travel by Air or Sea

The University can reimburse the cost of ferry, boat or economy class air fares (or the equivalent on budget airlines) between the airport closest to your home and Bristol International Airport where a low-cost airfare is cheaper than the equivalent bus, coach or train fare. The University can reimburse the costs of appropriate airport flyer bus services between airports and your home and the University. The University will not reimburse the cost of business class or first class air fares or additional charges for priority boarding, airport lounges, wi-fi or meals, snacks and drinks purchased at the airport or on the aeroplane.

7.Mileage

If travelling by car, mileage for a return journey between your home postcode and the Bristol (BS8 1TH) or Langford (BS40 5DU) sites will be calculated using the RAC Route Planner (rac.co.uk/route-planner). The distance for the recommended route will be multiplied by 15p per mile to obtain the amount to be reimbursed.

8.Other exclusions

The University cannot cover the cost of travel for any additional expenditure such as subsistence (meals, drinks, etc.), overnight accommodation or car parking charges. The University cannot reimburse the cost of travel for additional individuals who accompany prospective students such as parents, guardians or friends. Exceptionally, the University may reimburse the cost of travel for a carer.

9.Carers

The University may reimburse the cost of travel for a carer who offers support to a disabled prospective student where the carer is required to facilitate travel and accessibility.

10.Advanced Payments

Ordinarily prospective students should claim for their travel costs after making a journey to the University. Where a claim is submitted in advance, details of the likely costs of travel (such as a screenshot from the travel provider's website) that includes the details of the proposed journey including origin, destination and date and times of travel should be provided. Where the actual costs exceed the costs indicated in any quotations from travel companies, the amount awarded will not be increased.

11.Payment

Payment will be made by a cheque sent to your home address.