



# **HARTPURY**

UNIVERSITY

## **Hartpury University Travel Bursary Terms and Conditions for September 2024 Entry**

### Contents

Introduction .....	2
Section one: Eligibility .....	2
Section two: Modes of transport .....	2
Section three: Bursary amount .....	2
Section four: Making a claim .....	3
Section five: Payment .....	3
Section six: What's not included .....	3

## Introduction

We are pleased to offer a limited number of travel bursaries for prospective students looking to commence study at Hartpury University in September 2024. The bursary covers the cost of reasonable expenses, up to £50, associated with visiting Hartpury University to attend an undergraduate open day or applicant day. The funds are available on a first come first served basis and once the fund has been exhausted no further applications will be considered.

## Section one: Eligibility

To be eligible for the Hartpury University Student Recruitment Travel Bursary:

- 1.1 You must be a UK Home applicant, living in the UK, apply for your first undergraduate degree.
- 1.2 You must book, using the online form, to attend an Open Day or Applicant Event at Hartpury University and be looking to commence study in September 2024.
- 1.3 Your digital ticket must be scanned at the Open Day or Applicant Day registration desk, this will be used as proof of attendance.
- 1.4 You can only claim travel expenses for one Open Day and one Applicant Day.
- 1.5 Your household income must be less than £42,000.
  - 1.5.1 By submitting a claim form, you confirm your gross household income is below the threshold for eligibility for funding. Hartpury University does not require evidence of income, however, we will receive household income data for any students that enrol and apply for means-tested support through one of the four UK funding providers. Therefore, claims made where household income is later evidenced in excess of £42,000 could be reclaimed.

## Section two: Modes of transport

- 2.1 *Rail travel*: standard class return rail travel. You'll be reimbursed between your home address and Gloucester train station. You should take the most appropriate direct route and attempt to book in advance to secure the most favourable fare.
- 2.2 *Bus or coach travel*: the cost of local bus fares to campus can be reimbursed, or the bus or coach fares between your home and Gloucester bus station.
- 2.3 *Car travel*: car mileage can be reimbursed at 25p per mile for a return journey between your home address and Hartpury University with distance calculated via Google Maps.

## Section three: Bursary amount

- 3.1 Bursary amounts will vary and awarded on a first come first served basis. You can apply to claim up to:
  - Open Day: up to £50.00 for the student only
  - Applicant Day: up to £50.00 for the student only
- 3.2 Hartpury University may reimburse the cost of travel, up to £50, for a carer who offers support to a disabled prospective student where the carer is required to facilitate travel and accessibility.

#### Section four: Making a claim

- 4.1 Applications for claiming travel expenses must be received within one week of the Open Day or Applicant Day the claim is being made for. Applications received after this time will not be accepted.
- 4.2 Claims will only be accepted via the Hartpury University Travel Bursary online form.

#### Section five: Payment

- 5.1 Funds are available on a first come first served basis.
- 5.2 In order for payments to be processed, correct bank details must be submitted when completing the Hartpury University Travel Bursary online form.
- 5.3 Payments will be made within 10 working days of the claim being received. If you do not receive payment within this timeframe, your claim has not been successful.

#### Section six: What's not included

- 6.1 We will not reimburse the cost of first-class travel, or any additional costs (e.g. penalty fares).
- 6.2 We will not reimburse the cost of taxi fares to Hartpury University or between bus or coach stations and your home or Hartpury University.
- 6.3 We will not cover the costs for any additional expenditure such as subsistence (meals, drinks, etc).
- 6.4 We will not cover the costs for overnight accommodation.
- 6.5 We will not reimburse the cost of travel for additional individuals (other than carers see section 3.2) who accompany prospective students such as parents, guardians, or friends.