

# University of Bath UG Travel Bursary 2024-5 cycle - Terms and Conditions.



## 1. General Terms

- The University of Bath UG Travel Bursary is available to help fund travel to an undergraduate Offer Holder Day. The funds cannot be used to contribute towards travel to other events at the University, such as our main Open Days.
- You must have made an application to the University and have a valid UCAS ID number.
- Only one travel bursary will be paid to an applicant per application year. Whilst you are more than welcome to visit on more than one occasion, the University will only contribute towards your travel costs on one occasion. If you are unable to visit on the day of your event due to illness or public transport cancellations (and are unable to get your travel costs refunded), please contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) to discuss further.
- In most cases, the maximum bursary available is £150, regardless of your actual costs in travelling to the University. Please contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) if you have any questions regarding this.
- In exceptional or specific circumstances, we may be able to contribute £150 towards other costs incurred relating to a visit or engagement with the University to support your application. For example, if you are a care leaver, an estranged student, or a student who has a disability or health condition who might find it difficult to travel to Bath and back in a day, and you require overnight accommodation when visiting the University. Please contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) if you have any questions regarding this.
- The travel bursary is only available to contribute towards the costs of the applicant's journey to the University. Costs of anyone accompanying the applicant will not be reimbursed.
- However, if you require a carer to accompany you to be able to access a visit to the University then this is something that we can accommodate. Please [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) if you have any questions regarding this.
- The application form must be filled in correctly and you must provide satisfactory copies of your travel receipts, tickets or evidence. Ideally you should be making your claim retrospectively, after your visit. However please do contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) if this causes you any hardship or financial difficulties.
- The travel bursary will not cover any costs other than public transport or mileage rates as set out below, so the costs of any accommodation or subsistence or travelling time or parking fees incurred are all unrecoverable (unless there are exceptional or specific circumstances, as mentioned in point 5).
- In order to qualify for the University of Bath UG Travel Bursary, you must meet the relevant eligibility criteria, as listed below.
- Once you have submitted your application form and evidence we will contact you by e-mail to let you know if your application has been successful or not.
- If you are successful, the travel bursary funds will be paid by BACS into your nominated bank account via the payment information provided on your application form.
- If you are successful and do not wish to provide payment details for a BACS payment then we will reimburse you via cheque. Please be aware that there will be a short delay for this to be processed and posted to the home address listed on your application form.
- For information about how your personal data will be processed, please see our [undergraduate applicant privacy notice](#).

## 2. Eligibility

To be eligible, you must:

- be a [UK Home](#) applicant, studying at a UK school or college.
- have a household income of £30,000 or below\*

Unfortunately, we are unable to provide financial support if you are already receiving funds from your school or college for your visit.

\*We do not require copies of pay slips, bank statements, P60 forms as evidence of household income. However, if you subsequently become a student at the University of Bath, your household income data will be shared with the University, for bursary purposes, as part of your student loans application.

## 3. Household income data

Your gross taxable household income (before tax and after any pension contributions or allowances for dependent children) is the combined income of yourself and:

- Your parent(s) including their partner, as appropriate
- Your carer/guardian
- Your spouse/partner

with whom you live.

## 4. Claims for travel by public transport

- The Travel Bursary can only be used towards a train/coach fare at the most economical rate available and based on the most economical route, (in standard class).
- Travel should be from the home location listed on your Application Form and the nearest train, bus or coach station to the University.
- Train tickets should be purchased as far in advance as possible in order to minimize costs.
- Costs of first-class train tickets will not be reimbursed.
- Costs of travelling by taxi will not generally be reimbursed. If travel by taxi is essential due to personal circumstances (for example, a disability which means that public transport is not possible), please contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) in advance of travelling to discuss this.

## 5. Claims for travel by private car/motorbike

- Travel by private car/motorbike will be reimbursed at a rate of 45p per mile, up to a maximum of £150. Please contact [travelbursaries@bath.ac.uk](mailto:travelbursaries@bath.ac.uk) if you have any questions regarding this.

- The distance claimed should be the quickest journey between your home postcode and the University postcode (BA2 7AY), according to Google maps.

*Complaints about the operational processes of the University of Bath UG Bath Travel Bursary should be dealt with under the [Admissions Complaints Procedure](#).*