

University of Surrey Undergraduate Travel Bursary Terms and Conditions

1. General Terms

- The University of Surrey UG Travel Bursary is available to help fund travel to an interview, where this is part of the selection process for the undergraduate programme you are applying to, or to an Applicant Day following an offer of admission from us. The funds cannot be used to contribute towards travel to other events at the University.

Separate to this scheme, we offer an [audition fee waiver](#) for eligible applicants applying to one of our undergraduate programmes in Guildford School of Acting.

- The maximum bursary available is £40, regardless of your actual costs in travelling to the University.
- Whilst you are very welcome to visit on more than one occasion, the University will only pay one travel bursary to an applicant per application year.
- The travel bursary is only available to contribute towards the costs of the applicant's journey to the University. If you require a carer to accompany you to be able visit the University, please contact wp@surrey.ac.uk.
- In order to qualify for bursary, you must complete the online form correctly and meet the relevant eligibility criteria.
- Completed application forms must be received within one week of the event attended.
- Once you have submitted your application form, we will contact you by e-mail within 10 working days to let you know if your application has been successful or not.
- If you are successful, the travel bursary funds will be paid either by BACS payment.
- BACS payment will be made into your nominated bank account via the payment information provided on your application form. BACS payments will be made within 14 working days of you being notified that you are eligible.
- For information about how your personal data will be processed, please see our WP&O general privacy policy.

2. Eligibility

To be eligible, you must:

- *Home students (currently residing in the UK/ UK postcode)*
- *Studying at a state-funded school or college*
- *Booked on an applicant or interview day*

You must also meet at least one of the following criteria:

- *Looked after child/Care leaver*
- *Estranged students*
- *Young Carer*
- *Gypsy, Roma or Irish Traveller students*
- *Students in receipt of free school meals (within the last 6 years)*
- *Students in receipt of the 16-19 bursary*
- *Students with a household income of £15,000 or below*
- *Students from areas of multiple deprivation (*see IMD look up tool below)*
- *Students from low participation neighbourhoods (**see POLAR4 look up tools below)*

* You can check your postcodes Index of Multiple Deprivation data using this [online look up tool](#).

Your postcode must be rated 1 or 2 in column F.

**You can check whether you live in a low participation neighbourhood using this [online postcode look up tool](#). Your postcode must be rated quintile 1 or 2 against POLAR 4 (see table on map).

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.

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 Surrey, your household income data will be shared with the University, for bursary purposes, as part of your student loans application.

Complaints about the operational processes of the University of Surrey UG Travel Bursary should be dealt with under the Admissions Complaints Procedure.