



University of Chester is committed to widening participation to Higher Education (HE). The aim of the Applicant Day travel expenses scheme is to support all Applicant Day attendees with a contribution towards travel costs, if required.

We will pay a contribution of either £10, £20 or £30 towards your travel costs, depending on the distance travelled from the applicant's home address to the University site at which the applicant registered for an Applicant Day.

Contributions will be calculated at the following rates, based on the straight line distance (as the crow flies) between the applicant's home address and the Applicant Day location:

- Up to 20 miles: £10
- 20 – 49 miles: £20
- 50 miles plus: £30

Please note that applicants are not able to claim travel expenses under this scheme if they have also applied for the means-tested [Visit Us travel bursary](#) of up to £100.

You must have attended the Applicant Day and checked in at the registration point on the day of the event in order to qualify for this scheme. Applications will be accepted up to **one** calendar month from the date of the Applicant Day.

Please complete this claim form and email it to [visitus@chester.ac.uk](mailto:visitus@chester.ac.uk). You may also submit a hard copy in person at the registration point on the Applicant Day.

Payment will be made by BACS transfer. We endeavour to make payment within six weeks of receiving your claim form.

### Eligibility and Awards

You can apply for Applicant Day travel expenses if you are an offer holder and are attending an Applicant Day on one of the following dates in 2024:

#### Chester sites:

- 14th February
- 9th March
- 10th April
- 15th May

#### University Centre Warrington:

- 13th March
- 8th May

#### University Centre Birkenhead:

- 26th February
- 9th May

#### University Centre Shrewsbury:

- 19th March
- 23rd May

*NOTE: No claims can be processed outside the boundaries listed above. All claims and documents must be submitted either at the event attended or electronically within **one** calendar month of the visit. We are unable to consider any claims or documents submitted after **one** calendar month of the event date.*



**Name:**

Date of Birth:

Full Address:

Postcode

UCAS Personal ID:

Telephone No:

Email:

**Date of Applicant Day:**

**Campus attended:**

**Signature:**

All awards are made on a discretionary basis, and are subject to funding. Each case will be assessed individually. A maximum of £30 per prospective student can be claimed. This scheme must not be used in conjunction with the Visit Us Travel Bursary also offered by the University. The Applicant Day Travel Expenses Claim Form must be completed in full and submitted within **one** calendar month of the Applicant Day. The University's decision regarding the rate of reimbursement is final. It is not possible to claim for costs relating to more than one Applicant Day.

Payments are made at the end of the calendar month - All claims to be received by 17th of the month for authorisation in order to be included in the next month's payments.

Bank Account Details		If non-UK Account: Tick here <input type="checkbox"/>		See below for details required*	
<b>Name of Account Holder</b> <i>(e.g. Ms Jane Smith)</i>					
<b>Bank Name</b> <i>(e.g. HSBC)</i>					
Sort Code		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Account Number		<input type="text"/>	<input type="text"/>
<b>Building Society Roll (reference) Number:</b> <i>(if applicable)</i>					

OFFICE USE ONLY		Certified correct for payment as per University of Chester regulations	
<b>Department Authorised Officer:</b> <i>(signature)</i>			
PRINT name:		Date Signed:	
<i>Appropriate receipts and application form submitted:</i>	Y / N	Total Claim Authorised	£
<b>Nominal Payment Account Details</b>			
Work Order	<b>MRA00026</b>	Product Code	<b>31600TP</b>

\*We require for International bank payments the following details: IBAN number, SWIFT/BIC code, Bank Name & Bank Address, Account Name, Account Currency (e.g. € Euro / \$CAD / £ GBP) please attach all this information separately to your claim form. Contact the Finance department on 01244 512071 if you have any queries.