



Undergraduate Event Bursary

An Event Bursary is available to assist with the cost of travel and accommodation for an **applicant** to attend an Undergraduate Recruitment Event. A maximum of £200 per applicant can be claimed per Undergraduate Recruitment Event.

Are you eligible?

In order to claim you will need to bring the following evidence with you to the event:

- Evidence which shows you are in receipt of government funded and income assessed financial support from your college or sixth form such as a 16-19 bursary or free school meals.

AND

- Evidence which shows you are a student at a state maintained school/college*.

or

- Evidence which shows you are care experienced and/or estranged (CEES)**

or

- Evidence which shows you are studying at an independent school and in receipt of a full scholarship awarded on the grounds of financial hardship.

or

- Have successfully completed one of the following Access and Participation schemes with Durham University.
 - STEP
 - Sutton Trust Summer School
 - Supported Progression

How much can be claimed?

You can claim a maximum of £150 for travel (depending on the mode of travel) and £50 for accommodation.

Travel Costs

If travelling by public transport please bring your travel tickets with you. You can claim up to £150 when using public transport or another form of environmentally friendly travel (fully electric or hydrogen fuel cell vehicle)

As a university we would encourage attendees to use public transport wherever possible as we strive to reduce our [carbon footprint](#), therefore petrol or diesel costs can be claimed at 30 pence per mile up to a maximum of £50 per vehicle.

Accommodation costs

Accommodation costs will be paid up to a maximum of £50 per room (single occupancy). If sharing a room the cost will be pro-rata. i.e. if an eligible individual shares a room with a non-eligible individual the cost will be halved. A room costing £100 per night with an eligible applicant plus a parent/guardian will attract a bursary payment of £50.

How do I claim?

Sign up to attend an event. Your confirmation email will contain a link to the Event Bursary Claim form. You must submit the claim form and upload evidence of eligibility *prior* to the event.

We will then let you know if your claim has been approved, if it has you will need to pop along to the Event Bursary Claim Desk (location will be in the 'Claim Approved' email) on the day to validate your claim.

You must register at the Event Bursary Claim Desk on the day to confirm your attendance at the event and validate your claim.

All payments will be made *after* the event that has been attended. This process can take up to 8 weeks.

We are unable to consider any claims or documents associated with claims submitted beyond the date of the event attended.

If you have a general query about the Event Bursary, please get in touch and [Ask Us](#).

If you would like to access the Event Bursary and you are a care leaver or have experience of care, please contact Emma Thomason, on emma.thomason@durham.ac.uk for further information. Please contact Emma prior to attending the event and he will be able to advise what documentation we may need to be able to process your bursary.

** includes Academy and Grammar school sixth forms.*

*** 'CEES' refers to anyone who is care experienced and/or estranged. 'Care experienced' means anyone who has been, or is currently, in care. This care may have been provided in many different settings, including living with foster carers; living in a residential children's home; being looked after at home under a supervision order; living with friends or relatives in kinship care. 'Estranged' students are those aged 18-24 who are not communicating with either of their biological or adoptive parents due to an irreconcilable breakdown in the relationships with them.*