

Travel Bursary

These terms and conditions (“Terms”) apply to the De Montfort University’s (“University”) Travel Bursary Scheme (“Scheme”). Under the Scheme, the University is offering travel bursaries to students experiencing financial hardship to enable them to attend job interviews with employers, travel to placement interviews and/or external employer recruitment events. By making an application for the Scheme, (whether or not you subsequently receive a bursary) you accept and agree to be bound by these Terms.

Criteria and Terms and Conditions

In order to apply to enter the Scheme, the following criteria must be met. Please note that meeting the eligibility criteria set out in these Terms will not automatically result in you being entitled to, or you being made an offer of, a bursary, and allocation of such bursary shall (subject to these Terms) be at the University’s absolute discretion. The University reserves the right to revise or amend these terms at any time without prior notice. The University may also withdraw the Scheme (or any part of it) at any time without notice.

1. The DMU Travel Bursary Scheme is open only to:
 - a. Current DMU first degree home/UK students (Bachelors or HND);
 - b. Who have a household income of up to £40,000 per annum as determined by Student Finance England.
2. Bursaries will be awarded up to £200 per student, per academic year, to go towards a range of employability related travel activities:
 - a. Travel to placement/job interview and assessment in UK or overseas;
 - b. Attendance/travel to employer recruitment events such as careers fairs or employer open days;
 - c. Travel to a university for a further study interview.
3. The Bursary Scheme will operate from 1st August to 31st July, annually.
4. Students can claim more than once in an academic year; however, the totality of their travel bursary will not exceed £200 per academic year.
5. Students will claim their bursary retrospectively, once they have undertaken the employability-related activity. This will require:
 - a. Completion of the online claim form;
 - b. Attachment of evidence to demonstrate attendance e.g. interview invite letter from employer or registration form for a careers fair;
 - c. Attachment of relevant travel receipts.
6. All claims for travel bursaries in a single academic year will be made within 3 months of the employability-related activity taking place. Late claims beyond 3 months will not be accepted. Late claims cannot be forwarded to the next academic year. All claims must be submitted by 31st July.
7. The Bursary Scheme fund will operate on a “first come, first served” basis. Once the annual fund is exhausted, no additional funds will be available until the start of a new academic year.
8. If the Bursary Scheme fund is exhausted, then travel claims cannot be forwarded to the next academic year.

9. The University will consider all the applications received and will let you know if you have been successful in being awarded a bursary by e-mail by no later than 21 working days following the date of your submitted application. If you do not hear back from us by such date, you should assume that you have been unsuccessful.
10. Payment for approved claims will be paid by BACS directly into the claimant's bank account, within 14 working days following assessment.
11. All claims to be made using the MyGateway DMU Travel Bursary application form. Complete and print off the form and attach required documentation.
12. All claims to be submitted to: The Student Gateway, ground floor Gateway House, within 3 months of undertaking the travel.
13. The University shall not return your receipts and documentary evidence. You are therefore advised to keep a copy of your receipts and documentary evidence (along with a copy of these Terms). You should also not enclose any valuable information or documentation with your application.
14. The University shall always use reasonable endeavours to act fairly when making decisions as to whom to allocate the bursaries. However, by submitting an application for the Scheme, you acknowledge and agree that the University reserves the right to decide at its absolute discretion how it wishes to allocate the bursaries to applicants. You further accept that the University shall not (unless required by law) be required to give any reasons for its decisions.
15. If the University notifies you that your application has been successful, the University shall pay you a bursary, based upon your travel receipts, not exceeding £200 per academic year, subject to availability of remaining bursary funds on receipt of a satisfactory claim form and required evidentiary documentation. No other sums shall be payable to you by the University whatsoever.
16. By applying for and/or accepting the bursary you are stating that you are not receiving any other form of travel reimbursement for undertaking the employability-related travel e.g. the employer is not reimbursing your travel expenses.
17. Data held by the Careers Team is also subject to the central University Data Protection Policy.
18. The University reserves the right to not award a bursary to you and/or to end the Scheme at any time.
19. If you provide the University with incorrect or incomplete information, or if you do not undertake the travel, so that you do not in fact meet the eligibility criteria for a bursary, or you otherwise do anything which might bring the University into disrepute, without prejudice to its other rights and remedies, the University may on notice to you terminate its agreement with you pursuant to these Terms with immediate effect and will not pay any money to you and/or may require you to return any money already paid to you pursuant to these Terms.
20. By submitting an application for a bursary, you agree to disclose your personal information and for this to be held by us. Your personal information will be used for legitimate purposes in connection with the employability-related activity and bursary.
21. You accept that the University does not act as agent, partner or employer of you, nor of any employer. You shall not be providing services to the University and the University does not act as an employment agency or employment business in any capacity under these Terms.
22. Queries regarding the Bursary scheme should be directed to the Careers Team on **0116 257 7595**.

Last updated February 2023