



Undergraduate School Event Bursary

A School Event Bursary is available to assist your school with the cost of travel for an **applicant/potential applicant** to attend an Undergraduate Recruitment Event. A maximum of £50 per applicant can be claimed per Undergraduate Recruitment Event up to the value of £500 (10 students). You are welcome to bring as many students as you like, however, the maximum number of students you may claim for is 10.

Are your students eligible?

To claim you will need to send eligibility evidence to teacher.engagement@durham.ac.uk from the school email address prior to the event. When sending the email please ensure you clearly state the student's/s' name/s for which the evidence applies. The following evidence will be required:-

- Evidence that shows the student is 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. (Please state the student's/s' name/s and a statement saying they are in receipt of financial support).

AND

- Evidence that shows you are a state-maintained school/college*. (An email from the school email address with an appropriate signature is acceptable evidence).

or

- Evidence which shows the student is care experienced and/or estranged (CEES)**

or

- Evidence that shows the student is studying at an independent school and in receipt of a full scholarship awarded on the grounds of financial hardship. (Please state the student's/s' name/s and a statement saying they are in receipt of a full scholarship).

or

- Are part of, or have successfully completed, one of the following Access and Participation schemes with Durham University (Please state the student's/s' name/s and the name of the scheme):

- STEP
- Sutton Trust Summer School
- Supported Progression.

All eligible students will be required to present themselves along with the Group Coordinator at our event bursary desk on the day. Post-event you will need to send us an invoice for the amount claimed.

* 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.

How much can be claimed?

You can claim a maximum of £50 per student up to the total amount of £500 (10 students).

How do I claim?

Sign up to attend an event as a Group Co-ordinator.

Send your evidence to teacher.engagement@durham.ac.uk from the school email address prior to the event. When sending the email please ensure you clearly state the student's/s' name/s for which the evidence applies and how they are eligible.

You must register, with your eligible students, 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 on receipt of an invoice from the school. 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 teacher.engagement@durham.ac.uk