# Availability

If you have applied to one of the courses listed below at Newcastle University and have been invited to attend a pre-entry interview as part of the application process, you could be entitled to receive expenses to cover the cost of your travel (up to £50 per applicant).

Course availability:

* Fine Art (W150)
* Folk & Traditional Music (W344)
* Medicine & Surgery (A100)
* Dental Therapy (A207)

# Eligibility

You must meet any one of the following criteria:

* You have been accepted onto the University’s PARTNERS Programme Supported Entry route.
* You are taking part in the Realising Opportunities Programme.
* You are taking part in the Sutton Trust Pathways to Medicine Programme.
* You have experienced time in care.
* You are an asylum seeker or refugee.
* You are currently in receipt of, or entitled to, free school meals.
* You live in an area of the UK from which very few students progress to higher education.
	+ Your post code must fall into the category ‘**Tundra LSOA Quintile** **1**’. This information can be checked on our website.

# Evidence & how to apply

In order to receive a reimbursement for your travel expenses you must provide evidence of your travel booking (unless you are claiming mileage for a car journey). This evidence must include the cost of the purchase, such as a receipt or a photocopy of a travel ticket.

To apply, you must complete this form and submit it to university staff via the details at the bottom of this form on the day of your interview.

# Your interview – to be completed by applicant

|  |  |
| --- | --- |
| What course have you interviewed for? |  |
| Interview date: |  |

# Your personal details – to be completed by applicant

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Home postcode: |  |
| Telephone: |  |
| Email: |  |
| School/college name: |  |
| UCAS Personal ID number: |  |

# Your eligibility – to be completed by applicant

Tick to confirm which criteria you meet. This will be confirmed by University staff upon submission of your form.

|  |  |
| --- | --- |
|  | I have been accepted to the PARTNERS Programme. |
|  | I am taking part in the Realising Opportunities Programme. |
|  | I am taking part in the Sutton Trust Pathways to Medicine Programme. |
|  | I have experienced time in care. |
|  | I am an asylum seeker or refugee. |
|  | I am currently in receipt of, or entitled to, free school meals. |
|  | I live in an area of the UK from which very few students progress to higher education. **Your post code must fall into the category** ‘**Tundra LSOA Quintile 1’** |

# Travel information – to be completed by applicant

Please provide information below for each method of travel utilised to attend your interview.

|  |
| --- |
| RailWhich station will start your journey at? (e.g. London King’s Cross)  |
| Total cost of ticket: |
| MetroWhich station will start your journey at?(e.g. Chichester)  |
| Total cost of ticket: |
| Bus/coachWhich station will start your journey at?(e.g. South Shields) |
| Total cost of ticket: |
| Car mileageHow many miles is your return journey from home to Newcastle University? |
| Total cost of car journey\*: |
| \* Car mileage will be reimbursed at the rate of 45p per mile for the first 200 miles, and 25p per mile thereafter. Mileage will be verified when claiming. |
| FlightWhich airport did you travel from? |
| Total cost of ticket: |

# Bank account details – to be completed by applicant

Please let us know the details of the account that you would like to nominate to receive the expenses.

|  |  |
| --- | --- |
| Sort code: | Account number: |
| Name of account holder: |
| If different from claimant, please provide the following details for the account holder. |
| Relationship to claimant: |
| Tel.: | Email: |

# Declaration – to be completed by applicant

I declare that the cost stated above is a true estimate of the cost of traveling to Newcastle University from my home.

|  |
| --- |
| Signature: |
| Name: | Date: |

# Form submission – for action by applicant

Once you’ve completed your form, please submit it along with proof of purchase via either:

* E-mail at Visit.bursary@newcastle.ac.uk, or
* In-person to King’s Gate reception, FAO Visit Bursary Team, UK Recruitment Team
	+ Building 1 on the University map available online here - [www.ncl.ac.uk/who-we-are/contact/maps/](http://www.ncl.ac.uk/who-we-are/contact/maps/)

# Receipt of submission – for office use only

I can confirm that this form has been checked and the costs are in-line with the University’s expenses policy.

|  |
| --- |
| Signature: |
| Name: | Date: |