

## Travel Bursary

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 **012d**

Last updated February 2023